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Page 353, Form 1.—

Substitute 'at..... p. c.' *for* 'at $6\frac{1}{4}$ p. c.' *in the item relating to Exchange Compensation Allowance.*

[*20th List—2-1-18.*]

Form 1.

[See Chap. 4, Art. 42, Vol. I, C. A. C.]

[On a quarter sheet of demy lengthways.]

[NOTE.—Government accepts no responsibility for any fraud or misappropriation in respect of money on cheques made over to a messenger.]

SALARY BILL.

Audit No.

District of	Head of Service.	*Voucher No.———of ———list of payments for———19* .

	Monthly rate			Amount.		
	₹	a.	p.	₹	a.	
Received for (*month or other period*)						
My pay as						
Acting allowance as						
Local allowance as						
Fixed travelling allowance as						
Total claim						
Add—For Exchange Compensation Allowance at 6¼ per cent . . .						
TOTAL .						
Less—Annuity deduction at 4 per cent. if a Covenanted Civil Servant .						
Net claim . .						
Less—Fund deductions as detailed on reverse .	0	0	0			
Income tax on ₹ . . . . . (₹ a. p. 0 0 0)						
Less—Abatement on ₹ paid for insurance . (0 0 0)						
	0	0	0	0	0	0
Net amount payable						

Rupees

Dated at———————

the 19 .

(Signature and Official designation.)

Stamp.

Pay Rupees

Dated

Treasury Officer.

The names of the funds, and a money column should be printed on the reverse; also a note that the period for which the subscription was due should be specified when it differs from the period for which pay is drawn. The total of fund deductions should be signed.

Note also that the fund deductions of a Covenanted Civil Servant are taken upon his allowances before annuity deduction.

Form 2.

[See Chap. 4, Art. 49, Vol. I, C. A. C.]

[On foolscap size, both sides.]

District of	TRAVELLING ALLOWANCE BILL OF MR. _____ _____ (OFFICE).	Month of _____
	Head of Service chargeable.	*Voucher No.* _____ *of* _____ *list of payments for* _____ *191* .

Date and hour of Journey.	Route. From.	Route. To.	Purpose of journey [and date of last visit.]*	Railway fare Single Class. Double	Passage money by steamer charges for motor or trolley journey. (for self and servants separately.)	Distance travelled by road: For which mileage is admissible	Distance travelled by road: For which daily allowance is admissible.	Days halted.	Remarks.

Columns continued to other side of page and the last three totalled; then form continued as follows :—

(Space for printing any certificates required to entitle to allowance.)

	R	a.	p.
Railway fare . .			
Passage money . . .			
—Miles by road at . .			
—Day's halt at . . .			
Total .			
Deduct Table money for ( ) days . .			
Double / Single P. T. A. for days (C. S. R., Art. 1045/1046) .			
Net claim . . .			

Signature.
Office

Stamp. of officer who travelled.

Memo.

Allotment for 191 -1 .
Expenditure including this Bill.

Balance .

Passed (*date*)

District Officer.

Countersigned (*date*).

Rupees
Date

Controlling Officer.

Pay Rupees
Dated

Treasury Officer.

* Where there are orders requiring this date to be stated.

Page 354, Form 2.

[See Chapter 4, Art. 49, Vol. I, C. A. C.]

[On foolscap size, both sides.]

Substitute the following :—

District of	Travelling allowance bill of Mr. .... (office)	Month of
Head Quarters	Head of Service chargeable	Voucher No. of list of payments for 191 —

Date.	Route.				Railway fares.		Steamer fare and table money.			Days halted.	Distance travelled by road, boat or trolley.				Dates of last visit (when required by controlling officer).	Purpose of each visit.	Remarks.
	From		To								For which mileage is admissible.		For which daily allowance is admissible.				
	Station.	Hour of departure.	Station.	Hour of arrival.	Single class (specify class).	Double class (specify class).	Self.	Servants (specify number).	Table money (+ if added, — if deducted), Art. 1023, C. S. R., and Art. 1022, C. S. R.		At full rates.	At half rates (Art. 999 (1), C. S. R.).	At full rates.	At half rates (Art. 999 (1), C. S. R.).		To be given in such detail as to meet the requirements of the rules in Art. 1161 (a) & 1163, C. S. R.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Form 2—*continued.*

Columns continued to the end of the 1st page. The form continued on the other side of the page as follows:—

Space for printing any certificates required to entitle to allowance.

	R	a.	p.
Rail way fare (columns 6 and 7)			
Passage money (columns 8 and 9)			
—miles by road at annas for mile (columns 12 and 13)			
—days for which daily allowance is claimed (columns 11, 14 and 15.)			
TOTAL .			
Add / *Deduct* table money for ( ) days column (10) . .			
Deduct single / double P. T. A. for ( ) days Art. 1045/1048, C. S. R. .			
Deduct rent due to Government under Art. 999 (ii), C. S. R. for days at			
Net claim			

Signature of officer who travelled.

Office. Stamp

Memo.

	R	a.	p.
Allotment for 191 — 1			
Expenditure, including this bill.			
Balance .			

Passed (date).

District Officer.

Rupees .

Date .

Countersigned (date).

Pay Rupees .

Dated

Controlling Officer.

Treasury Officer.

Form 2—*concluded.*

Instructions for preparing travelling allowance bills:—

1. Journeys of different kinds and journeys and halts should not be entered on the same line.

2. Number of miles travelled should be entered in all cases of journeys by road or by boat.

3. Permanent travelling, conveyance and horse allowances should be drawn along with the pay of the officer and not in travelling allowance bills.

4. Fractions of a mile in the total of a bill for any one journey should not be charged for.

5. When the 1st Item of travelling allowance to any officer is a halt the date of commencement of that halt should be stated in the "Remarks" column.

6. Totals of columns 14 and 15 will be not of the miles travelled but of the days concerned, those for which half mileage rates are admissible being shown as half days.

Form 2—*continued.*

Instructions for preparing Travelling Allowance Bills :—

1. Journeys of different kinds and journey and halts should not be entered on the same line. Only one kind of allowance should, therefore, be filled in on the same line and its amount carried out separately into the last money column.

2. Hours of journey should be mentioned only—

(*a*) When for an absence from head-quarters of not more than two consecutive days daily allowance is claimed for two days.

(*b*) When mileage or actual expenses in lieu thereof are claimed.

(*c*) When both railway or steamer fare and daily allowance are claimed in respect of a journey by rail or steamer immediately preceded or followed by a journey by road or halt.

3. Number of miles travelled should be entered in all cases of journeys by road or by boat.

4. Permanent travelling, conveyance and horse allowances should be drawn along with the pay of the officer and not on travelling allowance bills.

5. Fractions of a mile in the total of any one journey should not be charged for.

6. When the first item of travelling allowance to any officer is a halt the date of commencement of that halt should be stated in the remarks column.

See Ship

Forms Nos. 2 and 9, pages 355 and 368—

Instructions for preparing Travelling Allowance bills :—

After "total" *in item No. 5 of Form No. 2 and item No. 6 of Form No. 9 add* "of a bill for any one journey."

1st List—10-3-18.

Form 3.

[See Chap. 5, Art. 55, Vol. I, C. A. C.]
[To be printed breadthways on foolscap size.]

Detailed Statement of the Permanent Establishment of the_____as it stood on 1st April .

Government Orders creating post.	Present Incumbent: Date of		Name of section and post.	Date of Incumbent's birth (as near as possible).	Name of incumbent.	Pay of post.		Pay of present incumbent and total of each section.
	Appointment to present post.	Promotion to present pay.				Minimum.	Maximum.	
G. I., H. D., 1096, 17th February 1860.			MUNDIAHOO TAHSIL.		Brought forward . .	...	...	1,894
G. I., H. D., 1109, dated 7th April 1871.	7th March 1870	1st April 1 75.	Deputy Tahsildar . .	Sept. 1847	Lala Luchman Dass . Acting Tahsildar, Ghiswa	60	80	80
	1st Feb. 1873	.....	" " (Acting)		Ganpat Tiwari (Acting) .			
	1st June 1859	.....	Kanungo, Pargana Mundiahoo.	Apl. 12, 1834	Ajoodhia Pershad . .	...	...	40
	6th Nov. 1873	.....	" Tupah Barsati	1842•	unwari Lall . . .		...	25
	18th Aug. 1858	.....	" " Gopalpur.	1834	i seeur Dial . . .	...	...	30
	3rd June 1874	.....	Tavildar . . .	Feb. 1837	Baboo Ram . . .	...	...	15
	7th Sept. 1870	.....	Departmental Clerk .	Jan. 22, 1840	Abdul Huq . . .	...	...	25
	6th June 1874	.....	" " .	1851	Ramgopal Misr . .	...	...	20
	1st Oct. 1860	.....	Revenue peon . .	1840	Rama Gobind . . .	...	...	7
	16th Nov. 1871	.....	" " . .	1842	Gungaram . . .	...	...	6
			GHISHWA TAHSIL.					2,142

At foot of the return should be detailed all items of establishment sanctioned, but not yet incurred.

The date of Government order first given is that of the last general revision of the revenue establishment of the district, but the tahsil named was transferred from another district, of which the establishments were revised at a different date. In the Collector's office (which is not shown in this sample), too, there have been two changes since the general revision; an additional clerk has been sanctioned, and the treasurer's pay has been raised; the orders will be quoted against each of the two appointments, but when a new general revision shall have taken place, only the number and date of the order confirming it need be cited.

A personal allowance should be stated on a separate line immediately below the pay of the officer who received it, the Government order sanctioning it being quoted in the first column.

The rule about entry of Government orders may be stated generally thus: the general order is to be entered once only, any other order will be entered against every entry which it supports.

Further instructions for filling up the form are contained in Article 55.

"Compared with service books and found to agree."

Signature of the Head of Office.

Form 4.

[See Chap. 5, Art. 55 (1), Vol. I, C. A. C.]

Detailed Statement of new names, leave, etc.

New names of non-gazetted Officers.	From what Office and on what date transferred, or with what bill the health and age certificates were furnished.	Names of non-gazetted Officers which were in Form 3 of previous year but are now omitted.	From what date ceased to be borne on the Establishment, and why.	Non-gazetted Officers who have been on other than privilege or casual leave, or under suspension, during the year.	Description and period of leave or suspension from and to what date. (NOTE.—In cases of suspension state whether the suspension period will count towards pension—C. S. R., 417.)

N.B.—This form should either accompany Form 3 or be printed at foot of that form.

Form 4A.

(See Chap. 5, Art. 56, Vol. I, C. A. C.)

Details of Establishment.	Members.		Explanation of difference (if any) between the numbers shown in the Budget Estimate and the detailed statement of establishment.
	As per Budget Estimate, 19 -19 .	As per detailed Establishment List for 1st April 19 .	

_____ Drawing Officer,

The April 191 .

_____ District.

Form 4.

[See Chap. 5, Art. 55 (1), Vol. I, C. A. C.]

Detailed Statement of new names, leave, etc.

New names of non-gazetted Officers.	From what Office and on what date transferred, or with what bill the health and age certificates were furnished.	Names of non-gazetted Officers which were in Form 3 of previous year but are now omitted.	From what date ceased to be borne on the Establishment, and why.	Non-gazetted Officers who have been on other than privilege or casual leave, or under suspension, during the year.	Description and period of leave or suspension from and to what date. (NOTE.—In cases of suspension state whether the suspension period will count towards pension—C. S. R., 417.)

N.B.—This form should either accompany Form 3 or be printed at foot of that form.

Form 4A.

(See Chap. 5, Art. 56, Vol. I, C. A. C.)

Details of Establishment.	Members.		Explanation of difference (if any) between the numbers shown in the Budget Estimate and the detailed statement of establishment.
	As per Budget Estimate, 19 -19 .	As per detailed Establishment List for 1st April 19 .	

The April 191 .

_____ Drawing Officer,

_____ District.

Page 358, Form 4A—

Delete this form

[9th list—1-7-15.]

Form 5, page 359—

Substitute the following for the present Form:—

Form 5.

[See Chap. 5, Art. 57, Vol. I, C. A. C.]

Statement of proposition of revision of establishment.

NATURE OF CHARGES.												PROPOSITION.						Orders of sanctioning authority.
PRESENT SCALE.						PROPOSED SCALE.						PERMANENT.		TEMPORARY.				
Number.	Designation.	Pay.			Average cost.	Number.	Designation.	Pay.			Average cost.	Increase per month.	Decrease per month.	Increase per month.		Decrease per month.		
.....	.....	Minimum.	Increment.	Maximum.	.....	.....	.....	Minimum.	Increment.	Maximum.	.....	Amount.	Amount.	Period.	Amount.	Period.	Amount.	.....
		*	*	*				*	*	*		*	*		*		*	

* Money columns.

Form 5.

[See Chap. 5, Art. 57, Vol. I, C. A. C.]

[To be printed on open foolscap.]

Statement of Proposition of Revision of Establishment.

Order sanctioning present establishment.		Office to which the proposition refers.	NATURE OF CHARGES.											PROPOSITION.						Grounds of Proposition.	Local Government's recommendation.	ORDERS OF THE GOVERNMENT OF INDIA.		
			PRESENT SCALE.						PROPOSED SCALE.					PERMANENT.		TEMPORARY.						DEPARTMENT.	FINANCIAL DEPARTMENT.	
Government of Department.			No.	Designation.	Pay.			Average cost.	No.	Designation.	Pay.			Increase per month.	Decrease per month.	Increase per month.		Decrease per month.						
No.	Date.				Minimum.	Increment.	Maximum.				Minimum.	Increment.	Maximum.	Amount.	Amount.	Period.	Amount.	Period.	Amount.			Remarks.	Remarks.	Orders.
					*	*	*	*			*	*	*	*	*		*		*					

* Money columns.

If Local Government is competent to sanction, its order will be written across these four columns.

Form 5A.

[See Chap. 5, Art. 57 (4), Vol. I, C. A. C.]

1	2		3		4	5
Class or grade and designation of officers affected.	NUMBER IN EACH CLASS.		RATES OF PAY.		* Actual present cost of establishments affected.	Approximate extra cost involved by these proposals.
	Present. (a)	Proposed. (b)	Present. (a)	Proposed. (b)		

*In the case of district or divisional establishments the cost of the whole establishment or establishments affected should be given in lump without details, and in the case of establishments, the scale of which is fixed for the Province as a whole, the cost of the whole Provincial scale should be entered. Where a new class is added to an existing establishment the whole of the existing cost of that establishment should be given.

Certified that I have examined the figures in columns 2(a), 3(a) and 4 and have checked the extra cost shown in column 5 with the proposed alterations and additions entered in columns 2(b) and 3(b) and find it to be correct.

Accountant General.

Page 361, Form 6—

Substitute the following for Certificate No. 4:—

"Certified that all appointments and permanent promotions and such of the acting promotions as have to be entered in the Service Books, as per the columns in the standard form No. 23 of the C. S. R., have been entered in the Service Books of the persons concerned under my initials."

6th list 1.9.14

Form 6, page 361—

In certificate No. 1 of this form for the words "30 days" *substitute* "$\frac{\text{1 month*}}{\text{2 months}}$" *and at the foot of the form insert the following with an asterisk :—*
3 months

" * One line to be used and the others scored out."

'age 361, Form No. 6—

, *Number the existing certificate of disbursement of salary as 1, and abstitute the following for the certificate* "Certified that no person in superior service ..... etc." *and the existing N.B. :—*

2. Certified that no person in superior service has been absent either on deputation or suspension with or ithout leave (except on casual leave) during the month of ——.

3. Certified that no leave has been granted until by reference to applicants' service books and to Part III, ril Service Regulations, I had satisfied myself that it was admissible, and that all grants of leave and depar- es on, and returns from leave, and all periods of suspension and deputation have been recorded in the service 's under my initials.

NOTE.—When an absentee statement accompanies a bill, the first certificate should be struck out.

]. Certified that all appointments and promotions, temporary or permanent, have been recorded in the service s of the persons concerned, under my initials.

1st List—10-3-13.

Form 6.

[See Chap. 5, Art. 58, Vol. I, C. A. C.]

[To be printed on foolscap.]

Detailed Pay Bill of Permanent Establishment of the for the month of March 191 .

Name of Section and of incumbent.	Name of Post.	Pay, acting and leave allowance claimed (separately).	Pay, acting or leave allowance held over for future payment.	Fines.	Net charge for each Section.	Other fund deductions.	Income Tax.	Deduction on account of General Provident Fund.	REMARKS ACQUITTANCE.
		R a. p.	R a. p.	R a. p.	R a. p.	R a. p.	R a. p.	R a. p.	
Brought forward	...	2,061 7 3	...	7 6 0	2,054 1 3	61 4 9	5 5 0	...	
MUNDIAHOO TAHSIL.									
Lala Luchman Dass.	Deputy Tahsildar.	(On deputation as Acting Tahsildar, Ghiswa.)	...	...	...	...	...	...	
Gunpat Tewari.	Head Clerk, D. C.'s Office, Acting Deputy Tahsildar.	Pay 75 0 0 Acting Allowance *13 8 9	...	...	...	..	1 13 4	...	
Ajoodhia Pershad.	Kanungo	40 0 0	...	...	...	...	...	...	
Banwari Lal .	Ditto .	25 0 0	...	...	...	...	...	...	
Bisesar Dial .	Ditto .	30 0 0	...	2 8 0	...	...	...	...	
Baboo Ram .	Tavildar .	15 0 0	15 0 0	...	...	...	...	...	
Abdool Huq .	Clerk .	25 0 0	...	...	...	...	...	...	
Ramgopal Misr (on leave without pay from 22nd).	Ditto at R20.	13 8 9	13 8 9	...	...	...	...	...	
Ram Dial (acting from 22nd).	Ditto .	6 7 3	...	...	...	...	...	...	
Rama Gobind .	Revenue peon.	7 0 0	...	...	...	...	...	...	
Gungaram .	Ditto .	6 0 0	...	0 4 0	...	...	...	...	
TOTAL MUNDIAHOO TAHSIL.	†	256 8 9	28 8 9	2 12 0	225 4 0	...	1 13 4	...	
GHISWA TAHSIL	†								
In like detail .		384 7 9	...	...	384 7 9	...	1 1 0	...	
TOTAL .	...	2,702 7 9	28 8 9	10 2 0	2,663 13 (	61 4 9	8 3 4	...	
Deduct undisbursed pay refunded, as detailed below, R15; fund deductions R61-4-9, income tax R8-3-4, and recoveries ordered by Accountant General in letter No.——, dated—— (on objection statement for) *nil*.					84 1	...	...	...	
Net sum required for payment					2,579 4 11	...	...	...	

Rupees two thousand five hundred and seventy-nine, annas four and pies eleven only.

* 20 days at R21.

† The total of each section should be entered in red ink.

Received contents: also certified that I have satisfied myself that all salaries included in bills drawn ~~30 days~~ 1 month 2 months 3 months previous to this date with the exception of those detailed below (of which the total has been refunded by deduction from this bill), have been disbursed to the proper persons, and that their receipts have been taken in acquittance rolls filed in my office, with receipt stamp duly cancelled for every payment in excess of R20.

Certified that no person in superior service on this establishment has been absent either on deputation or suspension or with or without leave (except on casual leave) during the month of —— ——; and further, that all appointments and promotions, temporary or permanent, have been recorded in the service books of the persons concerned under by initials.

N.B.—When an absentee statement accompanies the bill this certificate should be struck out.

Dated 1st April 19 _____ | Signature and designation of Head of Office.

Pay (2,579-4-11) rupees two thousand five hundred and seventy-nine, annas four and pies eleven only.

Examined and entered _____

Treasury Accountant. *Treasury Officer.*

Dated 1st April 191 .

[*Continued on next page.*]

* Sanslip

Form 6—*continued.*

Detail of Pay of Absentees refunded.

Section of Establishment.	Name.	Period.	Amount.
			R a. p.
Mundiahoo Tahsil	Babu Ram .	February 19	15 0 0

NOTE.—In establishments in which progressive salaries are numerous, the form of periodical increment certificate, Form No. 8, may, with advantage, be printed on the last page of the pay bill. It may also be found convenient in large establishments to have the form of absentee statement printed on the pay bill.

Page 363, Form No. 7—

Strike out the sentence beginning with "Certified that no leave has been granted ..... etc."

1st List—10-3-13.

Page 363, Form 7 (Absentee Statement)—

Omit columns 10, 15 and 17 and renumber columns 11, 12, 13, 14 and 16 as 10, 11, 12, 13 and 14.

For the headings of present column 9 and of renumbered columns 13 and 14 substitute the following :—

Column 9 . . . . "Rate of absentee allowance per month."
Column 13 . . . . "Monthly rate of acting allowance."
Column 14 . . . . "Monthly rate of the cost of absence. Total of columns 9 and 13."

Foot-note B.

For "11 to 15" in line 1 *substitute* "10 to 13"

Foot-note C.

For "1 to 17" in line 1 *substitute* "1 to 14."

(12th List—3-1-16.)

Form 7.

[See Chap. 5, Art. 60, Vol. I, C. A. C.]

Absentee Statement.

Name and Designation (substantive) of absentee.	Pay of absentee. (Rate per month.)			Nature of absence.					Absentee allowance.		Acting Officer.			Acting allowance.		Cost of absence.		Remarks.
	Maximum.	Minimum.	Actual.	Kind.*	Period.	Office to which transferred.	Date of commencement of absence.	Date of return (to be filled in when he returns).	Rate per month.	Amount for actual days of absence during current month.	Name.	Substantive Post.	Substantive Pay.	Monthly rate.	Amount for current month.	Monthly rate. Total of columns 9 and 14.	Actual for current month. Total of columns 10 and 15.	
1	2	3	4	5	6	6A	7	8	9	10	11	12	13	14	15	16	17	
																		* "Kind."—The entry in column 5 should be one of the following :— Privilege leave. Furlough. Medical leave. Leave on private affairs. Leave without pay. Combined leave (in which case state when privilege leave ends). Subsidiary leave. Suspension. Temporary transfer (full pay / only part pay of appointment being available, Art. 110, C. S. R.). Deputation (to a special temporary appointment).

A.—Each chain of arrangement consequent on each absence should be separated from others by a line ruled across the statement.

Certified ~~that no leave has been granted until by reference to the applicant's Service Book and to Part III, Civil Service Regulations, I had satisfied myself, that it was admissible and that all grants of leave, and departures, on, and returns from leave, all periods of suspension or deputation and all appointments and promotions, temporary or permanent, have been recorded in the Service Books of the persons concerned under my initials.~~

Note 1.—The duty of signing these certificates may be delegated by the head of a Department or a Secretary to Government to the Chief Assistant or Registrar of his Office.

Note 2.—When any Officer is granted leave who, during 10 years before going on furlough or 33 months before going on privilege leave served under a Local Fund or foreign employer, separate report on Form 7A (which may be in manuscript) should be made.

B.—For an officer absent on special temporary duty or temporary transfer columns 1 to 8 and 11 to 15 will be filled in and the word "deputation" or "transfer" entered in column 5 with a note in the column of remarks, of the particular appointment held. If the absentee is appointed *sub. pro tem.* to his new office under Art. 90 of the Civil Service Regulations, *sub. pro tem.* entered in column 5.

C.—If an officer is suspended columns 1 to 17 should be filled in and the word "suspended" entered in column 5, while in the last statement in which a suspended officer's name appears it should be noted in the column of remarks whether or not the period of suspension counts for pension. Art. 417, C. S. R.

D.—The entire chain of arrangement made in consequence of each absence should be entered in the absentee statements of those bills only in which the original vacancy appeared. In other cases it will be sufficient to show the name of the absentee and the person appointed to officiate for him. Entries made in the absentee statement in accordance with these instructions should be separated off by a red ink line drawn across the statement.

E.—In columns 7 and 8 it should be stated whether the departure or return occurred A.M. or P.M. on the date mentioned.

Sy Sly

Form 7A.

(See footnote 3, Form 7, C. A. C.)

A. B. (absent on furlough for the first time) has during his service for ten years immediately preceding the date on which he availed himself of furlough been employed,—

(1) In an office paid from the General or Provincial Revenues from the to the during which he drew an aggregate salary of R

(2) In an office paid from a Local Fund from the to the during which he drew an aggregate salary of R

A. B.'s allowances during the furlough are to be charged to—

Imperial or Provincial Revenues . . R a month.

The Local Fund . . . . . " "

A. C. (absent on privilege leave) has during a period of duty without interruption (immediately preceding the date on which he availed himself of leave) eleven times as long as the leave, been employed—

(1) In an office paid from the Imperial or Provincial Revenues from the to the during which he drew an aggregate salary of R

(2) In an office paid from a Local Fund from the to the during which he drew an aggregate salary of R

A. C.'s allowances during the privilege leave are to be charged to—

Imperial Revenues . . . R a month.

The Local Fund . . . " "

Head of Office.

Form 8.

[See Chap. 5, Art. 62, Vol. I, C. A. C.]

Periodical Increment Certificate.

Certified that the officers named below are allowed the sanctioned periodical increments from the dates cited in column 8 for approved service :—

(1) Having been the incumbent of the appointments specified for not less than—year from the date in column 7 after deducting periods of suspension for misconduct and of absence on leave without pay.

(2) Being entitled to the increments as shown in the explanatory memo. attached.

Name of Incumbent.	Whether substantive or acting.	Appointment.		Rate of Increment.		Date of last increment (or of appointment to post).	Date of present increment.	Pay after present increment.	Suspended for misconduct.		Leave without allowances.	
		Maximum.	Minimum.	Annual.	Biennial.				From	To	From	To
1	2	3	4	5	6	7	8	9	10	11	12	13

N. B.—The figures (1) or (2) should be placed against each name according as the reason (1) or (2) applies. The explanatory memo. should be submitted in any case in which an increment is given otherwise than for continuous service of the prescribed period.

Head of Office.

Form 9.

[See Chap. 5, Art. 68, Vol. I, C. A. C.]

CERTIFICATES.

1. Certified that I have satisfied myself that the amounts included in bills drawn 30 days previous to this date, with the exception of those detailed below (of which the total amount has been refunded by deduction from this bill) have been disbursed to the officers therein named and their receipts taken in the Acquittance Roll.

2. Also that the allowances drawn for non-gazetted ministerial or menial officers for journeys by road or both do not exceed their actual travelling expenses; and that I am satisfied that in accordance with my orders they/he travelled by †_____ (Article 1065 (*ii*), C. S. R.).

3. Also that it was necessary for the officers for whom halting allowance at head-quarters is drawn to keep up the whole or part of their camp equipage during such halt, and that the expense incurred on this account was not less than the halting allowance drawn (Article 1059, C. S. R.).

(*Head of Office.*)

*Passed for R*_____

*Date*_____ *191* .

(*Controlling Officer.*)

*Pay Rupees (in words and figures)*_____

‡ From_____ Sub-Treasury.

Examined and entered.

Treasury Officer.

Accountant.

*Date*_____ *191*

Sub-Treasury Officer.

Incorporated in the District

Accounts on_____

Accountant.

*Clause 2 should be scored out with a pen when no mileage is claimed under Article 1065 (*ii*), Civil Service Regulations, and clause 3 when there is no claim under Article 1059.

†Here state conveyance used.

‡To be filled up when payable from a Sub-Treasury.

Corrections to Civil Account Code, Volume I,
7th edition (Reprint).

Page 366, Form 9.—Substitute the following for certificate No. 2 on this form :—

"Also the journeys, for which mileage has been claimed for non-gazetted ministerial or menial officers, were made under my orders."

Form 9—*continued.*

Travelling Allowance Bill of the Establishment of _____ *for the month of* _____ *191* .

1 Name.	2 Designation, and Head Quarters.	3 Maximum Pay of the Appointment.	4 Dates (and hours, when necessary) of journeys and halts. From	4 To	5 Route. From	5 To	6 Purpose of journey.	7 Kind of journey, i.e., by Road, Boat, Steamer or Rail (Mail or ordinary).	8 No. of Miles.	Allowances claimed. 9 Mileage by Road or Boat or Actual Expenses. Rate.	Amount. R	a.	p.	10 Daily allowance. No. of days.	Rate.	Amount. R	a.	p.	11 Railway fare. Class, single or double.	Amount. R	a.	p.	12 Steamer fare and Table money. Class.	Amount. R	a.	p.	Servants. No.	Amount. R	a.	p.	Table money. No. of days.	Amount. R	a.	p.	13 Total of each line. R	a.	p.	14 Remarks.
										Total																												

Allotment for 191 -1 . R a. p.

Expenditure including this bill.

Balance .

_____ 191 . } (In words.) Contents received,

(*Head of Office.*)

Form 9—*concluded.*

Instructions for preparing Travelling Allowance Bills.

1. Journeys of different kinds, and journeys and halts should not be entered on the same line. Only one kind of allowance should, therefore, be filled in on the same line and its amount carried out separately into the last money column.

2. Hours of journey should be mentioned only—

   (1) When for an absence from head-quarters of not more than two consecutive days, daily allowance is claimed for two days.

   (2) When mileage or actual expenses in lieu thereof are claimed.

   (3) When both railway or steamer fare and daily allowance are claimed in respect of a journey by rail or steamer immediately or preceded or followed by a journey by road or by a halt.

3. Number of miles travelled should be entered in all cases of journeys by road or by boat.

4. The daily allowance of an officer acting in an appointment should be calculated on the pay or maximum pay of the appointment. (In the column "Pay" the full sanctioned pay of an appointment officiated in should be shown, but in the column "Designation" the word "acting" should be entered against officers who are officiating in appointments.)

5. Permanent travelling, conveyance and horse allowances should be drawn along with the pay of the officers and not on Travelling Allowance bills.

see slip on page 355

6. Fractions of a mile in the total for each person should not be charged for. of any one journey

7. When the first item of travelling allowance to any officer is a halt, the date of commencement of that halt, should be stated in the remarks column.

Scale of daily allowance admissible to non-gazetted officers not included in Appendix 25 of C. S. R.

				Daily Allowance.
On pay exceeding R275 but not exceeding			R500	R3 0 0
Do.	„ 250	do.	„ 275	„ 2 12 0
Do.	„ 225	do.	„ 250	„ 2 8 0
Do.	„ 200	do.	„ 225	„ 2 4 0
Do.	„ 175	do.	„ 200	„ 2 0 0
Do.	„ 150	do.	„ 175	„ 1 12 0
Do.	„ 125	do.	„ 150	„ 1 8 0
Do.	„ 100	do.	„ 125	„ 1 4 0
Do.	„ 87½	do.	„ 100	„ 1 0 0
Do.	„ 75	do.	„ 87½	„ 0 14 0
Do.	„ 62½	do.	„ 75	„ 0 12 0
Do.	„ 50	do.	„ 62½	„ 0 10 0
Do.	„ 37½	do.	„ 50	„ 0 8 0
Do.	„ 35	do.	„ 37½	„ 0 6 0
Do.	„ 10	do.	„ 25	„ 0 6 0
				In the Bombay Presidency, and elsewhere 0 0

Scale for Inferior Servants—

On pay exceeding R8 or less . . R0 2 0

Detail of actual Expenses.—

Page 368.—Last two entries on the reverse of Form 9, Civil Account Code—

For—

On pay exceeding R8	R0	2	0
On pay exceeding R8 or less . . .	R0	1	0

Read—

If he travels over more than one Province .	R0	3	0
If he travels over a single Province . .	R0	2	0

1st List—10-3-13.

Form 10.

[See Chap. 6, Art. 80, Vol. I, C. A. C.]

[To be printed on open royal.]

Register of Contingent Charges of the _____ *Department of the* _____ *District, 19* .

Left-hand page.

Date.	To whom paid. / Budget grant for each head.	No. of { Sub-voucher. / Contingent abstract.	Detailed Heads of Budget. Sub-divisions of detailed heads as may be convenient. If the grant be not ordinarily allotted among the sub-divisions of a detailed head, they should be linked by a brace and the amount placed below. Each of these spaces represents a money column.										

Right-hand page.

Detailed Heads. / Sub-divisions of detailed heads.			Unusual charges.		Total of each contingent abstract.	Total of each month's bill.	Date of detailed bill.	Date of admission with initials.	Remarks.
			Description.	Amount.					

Form 11.

[See Chap. 6, Art. 88, Vol. I, C. A. C.]

[To be printed on foolscap.]

NOT PAYABLE AT THE TREASURY.

Government of	BILL OF CONTINGENT CHARGES OF	Month 191 .
Head of service.		Nos. of vouchers.
Nos. of sub-vouchers.	Description of charge, and date of authority (where special sanction is necessary).	Amount.
	The abstract contingent bill will contain the same detail of sub-vouchers and description of charge. The heading will state, instead of the above the fact that a detailed bill is to be sent for countersignature on a named date. The memorandum at foot of this form also will be omitted.	R
	TOTAL R (*words.*)	

Drawn on abstract bill No. Date R
Ditto
Ditto
Ditto
Add—Amount of disallowance refunded

Total of contingent bill R

	R	a.	p.
Allotment of 191			
Expenditure, including this bill	0	0	0
Amount of work bills annexed	0	0	0
Balance available	0	0	0

Signature } of disbursing officer.
Office
Date.

Disallowed from sub-vouchers No.
Ditto
Ditto

Passed for R
Signature } of countersigning officer.
Date

Form 12, page 371—

For "₨ 10" in line 5 of the certificate substitute "₨ 25" and omit the words " and for all sums paid for postage stamps"

7th List—15-1-15.

Form 12.

[See Chap. 6, Art. 89, Vol. I, C. A. C.]

DISTRICT OF	DETAILED BILL OF CONTINGENT CHARGES OF FOR THE MONTH OF 19 .
	HEAD OF SERVIC —

Number of sub-voucher.	Description of charge and number and date of authority for all charges requiring special sanction.	Amount.		
		₨	a.	p.
	Total (in words)			

I CERTIFY that the expenditure charged in this bill could not, with due regard to the interests of the public service, be avoided. I have satisfied myself that the charges entered in this bill have been really paid, with the exception noted below, which exceed the balance of the permanent advance, and will be paid on receipt of the money drawn on this bill. Vouchers for all sums above ₨ 25 in amount, ~~and for all sums paid for postage stamps~~ are attached to this bill, save those noted below, which will be forwarded as soon as the amounts have been paid. I have, as far as possible, obtained vouchers for other sums, and am responsible that they have been destroyed or so defaced or mutilated that they cannot be used again.

		₨	a.	p.
Allotment for current year				
	₨ a.			
Signature and designation of Drawing Officer. Expenditure including this bill				
Amount of work bills annexed.				
Balance available				

Pay ₨

Exd.

Accountant. } (Date) *Treasury Officer.*

2 E

Form 13.
[See Chap. 7, Art. 99, Vol. I, C. A. C.]

DISTRICT OF

Head of service chargeable.

REFUNDS OF REVENUE.

1.—REFUNDS AND DRAWBACKS.

In whose name credited.	On what account received.	Amount realized.	Date of payment into Treasury.	Amount in which included and head to which credited.	Treasury Officer's signature in token of verification of Treasury credit.	Name of Payee.	Amount to be refunded.		
1	2	3	4	5	6	7	8		
							R	a.	p.

(1) Certified that this order of refund has been registered and noted against the original receipt entry in the Departmental account under my initials and previous order for refund of the same sum has not been issued.
(2) Passed for payment under sanction given in .....
(3) Sanctioned and passed for payment.
(NOTE.—(2) or (3) to be struck out as required.

Received Payment.
Claimant's signature.

Magistrate or other officer.

*The*_____ *19* .

*Pay Rupees*_____( ) *only.*

Examined *Accountant.*

Officer in charge of Treasury.

In cases where refunds of fines are permitted to be made direct from Treasuries or Sub-Treasuries other than those at which they were credited, the entry in column 5 should include the name of the Treasury or Sub-Treasury in which amount was credited and column 6 should be filled up by the Treasury Officer of the head-quarters (not Sub) Treasury.

Form 13A.

[See Chap. 7, Art. 110, Vol. I, C. A. C.]

Cash Book of the _____ *Mission for the month of* _____ *19* .

Receipts.				Payments.					
Date.	Particulars.	From whom or what Treasury received.	Amount.	Date.	Consecutive No. of vouchers.	Particulars.	Numbers indicating classification of charges in Class II.	Amount.	Remarks.
	Opening balance from previous month.	.....	R a. p. 907 6 9	3rd April .	1	Pay of office Establishment for March 19 .	.....	R a. p. 500 12 4	
2nd April .	Received advance for political expenditure sanctioned in Finance Department No. , dated	Peshawar Treasury.	25,000 0 0	,, ,, .	2	Salary of Captain, Officer in charge	.....	904 6 9	
				,, ,, .	3	Hire of camels employed in March 19 .	II. 8	5,010 5 6	
5th ,, .	Recovered from A. B. C. for hire of camels supplied to officers, etc.	A. B. C. .	1,000 0 0	,, ,, .	4	Secret Service	II. 12	500 0 0	
6th ,, .	Recovery of advance made to X.Y.Z., clerk, when starting with the Mission.	X. Y. Z. .	50 0 0	,, ,, .	5	Wages of guides employed . .	II. 15	150 0 0	
				9th ,, .	6	Construction of boundary pillars at	II. 19	300 0 0	
15th ,, .	Sale-proceeds of unserviceable stores.	Officer in charge of Mission.	100 0 0	15th ,, .	7	Purchase of blankets or postins for	II. 7	15 7 0	
16th ,, .	Receipts on account of rations supplied to escorts.	Chief Supply and Transport Officer, Quetta.	376 0 0	20th ,, .	8	Cost of telegrams and postage .	II. 17	50 0 0	
				26th ,, .	9	Compensation to Darpakhel villages for loss of life.	II. 10(b)	1,200 0 0	
18th ,, .	Recovery on account of charges over-drawn in Voucher No. for	Officer in charge of Mission.	5 0 0	,, ,, .	10	Compensation for damages to the Torikhel shrine.	II. 10(b)	200 0 0	
				,, ,, .	11	Purchase of an Arab for presentation to	II. 4	3,000 0 0	
				,, ,, .	12	Roza to the Duri Maliks . .	II. 14	300 0 0	
		Total .	27,438 6 9			Closing balance .		16,307 6 5	
						Total .		27,438 6 9	

Form 13B.

[See Chap. 7, Art. 110, Vol. I, C. A. C.]

Statement.

Date of purchase.	Voucher number in which charged.	Number of articles.	Description.	Price.	Disposal and date.
				R	

Form 14, page 375—

(1) *Alter the reference number of the article given at the top of the Form from 126 to 120.*

(2) *In place of the existing five money columns, substitute seven money columns, with the following headings:—*

(1) Advances to cultivators under the Land Improvement Loans Act. The Agriculturists' Loans Act, or any other Acts; loans under the Co-operative Credit Societies Act; and loans under the Burma Fisheries Act.

(2) Advances under special laws such as the Bengal Drainage and Embankment Acts, and the Bundelkhund Encumbered Estates Act.

(3) Loans to Native States.

(4) Loans to land-holders and notabilities apart from the provisions of any law.

(5) Loans to Public Corporations other than Presidency Corporations.

(6) Miscellaneous Loans and Advances.

(7) Total.

8th List—1-4-15.

Form 14.

[See Chap. 8, Art. ~~126~~ 120, Vol. I, C. A. C.]

Estimate of Loans proposed to be made and of expected recoveries by for the year 191 -191 .

	Advances to cultivators under various Acts, such as Land Improvement; Agriculturists' Loans; and Co-operative Credit Societies Act.	Advances under other special law.	Loans to landholders, etc., apart from provisions of law.	Loans to Public Corporations, other than Presidency Corporation.	TOTAL
(*a*) Balance outstanding March 31st last					
(*b*) Advances estimated to be made during current year*					
(*c*) TOTAL .					
(*d*) Deduct repayments anticipated* . . .					
(*e*) Balance outstanding March 31st next . . .					
(*f*) Advances estimated to be made next year* .					
(*g*) TOTAL .					
(*h*) Deduct repayments anticipated* . . .					
(*k*) Balance outstanding at end of next year . .					

*Details of these should be given separately in any case where a single advance or loan exceeds R25,000.

The excess of (*e*) over (*a*) must not exceed the amount placed by the Government of India at credit of the Loan and Advance Account during the current year. The excess of (*k*) over (*e*) is the amount for which a further credit is asked for from the Government of India during the ensuing year.

Form No. 14A.

(See Chap. 8, Art. 136, Rule VI, Vol. I, C. A. C.)

Form of Mortgage Bond for House Building Advance.

THIS INDENTURE made the _____ day of _____ one thousand nine hundred and _____ BETWEEN _____ _____ of _____ _____ a Civil Officer of _____ of the one part, and the SECRETARY OF STATE FOR INDIA IN COUNCIL of the other part WITNESSETH that under the provisions of the Resolution of the Governor General in Council, dated the thirtieth day of June, one thousand eight hundred and ninety-two No. A/2721 and in consideration of the sum of rupees _____ _____ paid to the said _____ _____ by the said Secretary of State in Council (the receipt whereof the said _____ _____ doth hereby acknowledge) for the purpose of enabling the said _____ to defray the expenses of building a suitable house for his own residence in _____ _____ he the said _____ _____ doth hereby for himself, his heirs, executors, administrators convenant with the said Secretary of State in Council and his successors that he the said _____ _____ his heirs, executors or administrators will pay unto the said Secretary of State, his successors or assigns the said sum of Rupees _____ on the _____ day of _____ next*: AND THIS INDENTURE ALSO WITNESSETH that for the consideration aforesaid he the said _____ _____ doth hereby convey unto the said Secretary of State, his successors and assigns: ALL that piece of land situate in the _____ district of _____ registration district of _____ and sub-registration district of _____ containing _____ more or less bounded on the north by _____ on the south by _____ on the east by _____ on the west by _____ together with the dwelling-house and the out-offices, stable cook-rooms and out-buildings of all kinds used or intended to be used with the said dwelling-house lately erected,† and together with all rights, easements and appurtenances to the same or any of them belonging: TO HOLD the said premises unto the said Secretary of State, his successors and assigns absolutely as his and their own property: PROVIDED always that if and as soon as the said sum of rupees _____ shall have been repaid by the deduction of monthly instalments of the salary of the said _____ as in the said Resolution mentioned or by any other means whatsoever the said Secretary of State, his successors and assigns will at any time thereafter upon the request and at the cost of the said _____ _____ his executors, administrators and assigns reconvey the said premises unto the said _____ _____ his executors, administrators and assigns or as he or they shall direct: And it is hereby declared that if the said _____ _____ shall die or quit the service before the said sum of rupees _____ shall have been fully paid off then and in either of such cases it shall be lawful for the said Secretary of State, his successors or assigns to sell the said premises or any part thereof either together or in parcels and either by public auction or by private contract with power to buy in or rescind any contract for sale and to re-sell without being responsible for any loss which may be occasioned thereby: AND TO DO and execute all such acts and assurances for effectuating any such sale as the said Secretary of State, his successors or assigns shall think fit; AND it is hereby declared that the receipt of the said Secretary of State, his successors or assigns for the purchase money of the premises sold or any part thereof shall effectually discharge the purchaser or

*Two years from the date of commencement of repayment of the loan under paragraph 5 (III) of the Resolution.

†Where the house, offices, etc., have not yet been erected or are in course of being built for "lately erected" substitute "hereafter to be erected" or "now being erected", as the case may be.

Page 378, Forms—

Insert the following as a new Form:—

Form No. 14 AA.

[See Chap. 8, Art. 136 (a), Rule VI, Vol. I. C. A. Code.]

Form of Re-conveyance for House-building Advances.

THIS INDENTURE made the day of 19 BETWEEN THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter called the Secretary of State) of the one part and

A Civil officer of (hereinafter called the mortgagor) of the other part is supplemental to an Indenture of mortgage, dated the day of 19 and made between the mortgagor of the one part and the Secretary of State of the other part and registered at in Book , Volume , pages to as No. for (hereinafter called the Principal Indenture) WHEREAS all moneys due and owing on the security of the Principal Indenture have been fully paid and satisfied and the Secretary of State has accordingly at the request of the mortgagor agreed to execute such re-conveyance of the mortgaged premises in the within written Indenture comprised as is hereinafter contained NOW THIS INDENTURE

WITNESSETH that in pursuance of the said agreement and in consideration of the premises the Secretary of State both hereby grant assign and recovery unto the mortgagor, his heirs, executors, administrators and assigns ALL THAT the piece of land situate in the

containing more or less bounded on the North by on the South by

on the East by on the West by together with the dwelling house and outoffices, stables, cook-rooms and outbuildings thereon AND ALL and singular other the premises in the Principal Indenture comprised or expressed to be thereby assured or which now are by any means vested in the Secretary of State subject to redemption under or by virtue of the Principal Indenture with their rights easements and appurtenances as in the Principal Indenture expressed and all the estates right title interest property claim and demand whatsoever of the Secretary of State into out of or upon them same premises by virtue of the Principal Indenture TO have and to hold the premises hereinbefore expressed to be hereby granted assigned and reconveyed unto and to the use of the mortgagor his heirs executors administrators and assigns for ever freed and discharged from all moneys intended to be secured by the Principal Indenture and from all actions suits accounts claims and demands for or in respect of the said moneys or any part thereof or for or in respect of the Principal Indenture or of anything relating to the premises AND the Secretary of State hereby convenants with the mortgagor his heirs Executors Administrators and assigns that Secretary of State has not done or knowingly suffered or been party or privy to anything whereby the said premises or any part thereof are is or can be impeached incumbered or affected in title estate or otherwise howsoever IN WITNESS whereof the parties hereto have hereunto set their hands and seals the day and year first above written.

Signed sealed and delivered by

for and on behalf of the Governor General of India in Council acting in the premises for and on behalf of the Secretary of State for India in Council in the presence of

purchasers therefrom: AND it is hereby declared that the said Secretary of State, his successors and assigns shall hold the moneys to arise from any sale in pursuance of the aforesaid power Upon Trust in the first place thereout to pay all the expenses incurred on such sale and in the next place to apply such moneys in or towards satisfaction of the moneys for the time being owing on the security of these presents and then to pay the surplus (if any) to the said _____ his executors, administrators or assigns: AND it is hereby declared that the said Resolution shall be deemed and taken to be part of these presents.

IN WITNESS whereof the said _____ and _____ by order of the Governor General of India in Council (or of the Governor of _____ in Council (or of the Lieutenant-Governor of _____) (or of the Chief Commissioner of _____) on behalf of the said Secretary of State in Council have hereunto set their hands the day and the year first above written.

Signed by the said _____ and _____ in the presence of—

(1) _____

(2) _____

(3) _____

(4) _____

Name of witness, address and occupation of witness. Name of second witness, address and occupation of witness.

Form 14B.

[See Chap. 8, Art. 137 (i), Vol. I, C. A. C.]

Form of Mortgage Bond for Motor Car Advance.

This indenture made this day of between (hereinafter called the borrower) of the one part and the Secretary of State for India in Council (hereinafter called the Secretary of State) of the other part Witnesseth that in consideration of the sum of Rs. on or before the execution of these presents paid by the Secretary of State to the borrower the receipt whereof the borrower hereby acknowledges he the borrower doth hereby assign and transfer unto the Secretary of State all that motor car more particularly described in the schedule hereunder written by way of security for the said sum of Rs. and the borrower doth further agree and declare that he will duly pay to the Secretary of State the sum of Rs. aforesaid by equal payments of Rs. each on the first day of every month after the date of these presents: Provided always and it is hereby agreed and declared that if the borrower shall at any time make default in the payment of any of the said instalments for the period of 10 days after the time hereinbefore provided for payment thereof or if the borrower shall leave the service of the Secretary of State or die or if the borrower shall become insolvent or make any composition or arrangement with his creditors or if any one shall take proceedings in execution of any decree or judgment against the borrower the whole of the said principal sum which shall for the time being remain unpaid shall forthwith become payable and it is hereby agreed and declared that the Secretary of State may on the happening of any of the events hereinbefore mentioned seize and take possession of the said motor car and either remain in possession thereof without removing the same or else may remove and sell the said motor car either by public auction or private contract and may out of the sale moneys retain the principal sum aforesaid or so much thereof as may for the time being remain unpaid together with all costs charges expenses and payments properly incurred or made in maintaining defending or realising his rights hereunder and shall pay over the surplus if any to the borrower his executors administrators or representatives and the borrower hereby further agrees with the Secretary of State that he will not permit or suffer the said motor car to be destroyed or injured or to deteriorate in a greater degree than it would deteriorate by reasonable wear and tear thereof and will wherever the said motor car is injured or deteriorated forthwith repair and make good the same and will keep the said motor car insured against loss or damage by fire or accident.

In the witness, etc.

The Schedule above referred to.

Form 14B, page 378—

Substitute the following for the testamentary clause at the end:—

"In witness whereof the said.....(borrower) hath hereunto set his hand."

The Schedule above referred to

Signed by the said (borrower).

Signature of (borrower).

In the presence of

and

Page 378, Forms.—

Insert the following as a new form :—

Form 14 BB.

[See Chapter 8, Article 136 (a), Rule VII,-Note, Volume I, Civil Account Code.]

Form of Mortgage Bond for House Building Advances granted to officers who do not possess full proprietary rights in the land upon which they intend to build a house.

THIS INDENTURE is made the day of

BETWEEN

of

a Civil Officer of

(hereinafter called "the mortgagor" which term shall where not repugnant to the context include his heirs, executors and administrators) of the one part and THE SECRETARY OF STATE FOR INDIA IN COUNCIL (hereinafter referred to as "The Secretary of State" which term shall where not repugnant to the context include his successors and assigns) of the other part

WHEREAS the mortgagor is entitled to the piece of land hereinafter described under a lease from

dated

for a term of years expiring (1)

subject to a rental of Rs. per (2)

(1) date of end of lease.
(2) mensem or annum

AND WHEREAS the mortgagor has applied to the Secretary of State for an advance of the sum of Rupees for the purpose of enabling him to defray the expenses of building a suitable house for his own residence on the land aforesaid and the said advance has been made to him accordingly under the provisions of the Resolution of the Governor General in Council dated the 30th June 1892, No.A.-2721 as amended by the Resolutions No. 4678-A., dated 20th August 1906 and No. 843-A., dated 23rd November 1916 (as he doth hereby acknowledge) on his agreeing to give the security hereinafter appearing.

NOW THIS INDENTURE WITNESSETH that in consideration of the said advance and in pursuance of the said agreement the Mortgagor doth hereby covenant with the Secretary of State to pay to the Secretary of State the said sum of Rupees on the (3) day of next

(3) Two years from date of commencement of repayment of loan.

AND THIS INDENTURE ALSO WITNESSETH that for the consideration aforesaid the Mortgagor doth hereby demise let and transfer unto

the Secretary of State ALL THAT piece of land situate in
in the registration district of
thana sub-district
containing
more or less and bounded on the North by
on the South by
on the East by
and on the West by
together with the dwelling-house and the out-offices, stables, cook-rooms and outbuildings and all kinds used or intended to be used with the said dwelling-house(4) (lately erected) together with all rights easements and appurtenances to the same or any of them belonging TO HOLD the said premises unto the Secretary of State his successors and assigns for all the residue now unexpired of the said term of years granted by the said lease except the last day of the said term PROVIDED ALWAYS that if and as soon as the said advance of Rs. made upon the security of these presents shall have been repaid by the deduction of monthly instalments of the salary of the Mortgagor as in the said Resolution mentioned or by any other means whatsoever the demise hereby made shall be void AND the Mortgagor hereby covenants with the Secretary of State that the lease creating the term or estate for which the said land is held by the Mortgagor is now a good, valid and effectual lease and is in full force, unforfeited and unsurrendered and free from encumbrances and in nowise become void or voidable and that all the rents reserved thereby and all the covenants, conditions and agreements contained therein and on his part to be paid observed and performed have been paid, observed and performed up to the date of these presents AND also that the Mortgagor will at all times so long as any money remains due on the security of these presents pay, observe and perform or cause to be paid, observed and performed all the said rents, covenants, conditions and agreements and will keep the Secretary of State indemnified against all actions, proceedings, costs, charges, claims and demands, if any, to be incurred or sustained by the Secretary of State by reason of the non-payment of the said rents or the non-observance or non-performance of such covenants, conditions or agreements or any of them AND ALSO that the Mortgagor now has good right and full power to demise the said premises to the Secretary of State in manner aforesaid AND that it shall be lawful for the Secretary of State to enter into and upon and to hold and enjoy the said demised premises during the term hereby granted without any interruption or disturbance by the Mortgagor or any person claiming through or in trust for him, AND that the Mortgagor at the request at any time hereafter of the Secretary of State will at his own cost execute and do all such assurances and things as may be necessary or proper for more effectually vesting the said premises in the Secretary of State in manner aforesaid as may by the Secretary of State be reasonably required PROVIDED ALWAYS and it is hereby agreed and declared that if there shall be any breach by the Mortgagor of the covenants on his part herein contained or if he shall die or quit the service at any time before all sums due or payable to the Secretary of State on the security of these presents shall have been fully paid off then and in any of such cases it shall be lawful for the Secretary of State to sell the said premises or buildings or any part thereof either together or in parcels and either by public auction or by private contract with power to buy

(4) Or "here after to be erected" or "now being erected" as the case may be.

Page 378, Form 14 B.—

Insert the following after the words 'the sum of Rs..... aforesaid' *in line 11 of this form :—*

'or the balance thereof as shall not have been repaid at the date of these presents.'

[*19th List—1-10-17.*]

Form 15.

[See Chap. 8, Art. 138, Vol. I, C. A. C.]

[Octavo size.]

Pay Certificate of the I. G. S. _____

To all Treasury Officers.

The Commander of the I. M. S. _____ is entitled to a sum not exceeding Rupees _____ monthly on account of the pay of the officers and crew and the ordinary contingent expenses of the vessel, and he is hereby authorised to receive this amount, if due, or such smaller sum as may have accrued since date of last payment or advance.

OFFICE OF EXAMINER OF MARINE ACCTS.,
Dated _____ 91_____

_____
Examiner of Marine Accounts.

Date.	Amount of advance.			or what period.	Name of Treasury.	Signature of Treasury Officer.	REMARKS.
	R	a.	p.				

M. F. No. 2.

Form 16.

[See Chap. 8, Art. 138, Vol. I, C. A. C.]

REQUISITION AND RECEIPT FOR MONEY.

His Majesty's I. M. S. _____ *at* _____

_____ *of* _____ *19* .

Requisition for money wanted for the service of the above ship.

Balance of money on hand.			Amount required.			For what service.
₹	a.	p.	₹	a.	p.	To pay*

_____ *Clerk.*

Approved, the above sum being required for the service stated,

_____ *Commander.*

To _____.

Received this _____ day of _____ 19 , from the _____ the sum of _____ rupees _____ annas and _____ pies, as per requisition above written.

_____ _____

Witness _____ *Commander.*

* The service for which the money is required is to be here stated, and proper vouchers are to be made out before the money is drawn, to enable the Captain to satisfy himself, before approving the requisition, that the amount drawn in any case is not more than is required for the service it is drawn for.

Page 381, Form 17—

Add the following as note (4) under this form [numbering the existing ones as (1), (2) and (3) respectively] and connect it by asterisks with the heading :—

(1) "Heads under which the proposed expenditure will fall" and (2) "Heads under which it is proposed to reduce the grants." under column 1 :—

"NOTE (4).—When the figures of more than one Budget Estimate are involved, the names of the Budget Estimates (*i.e.*, Agency or District) should be noted in manuscript above the major heads."

6th list—1-8-14.

Form 17.

[See Chap. 10, Art. 158, Vol. I, C. A. C.]

Form of statement to accompany all applications for sanction to expenditure not provided for in Budget.

Expenditure proposed to be provided for :— on account { Major head / Minor head / Sub-head / Detailed head }
₹
of (a)

Amount proposed to be spent during current year . . . . ₹
Amount proposed to be spent during future years . . . . ₹

Proposed re-appropriation for current year.

1	2	3	4
Heads of estimate affected by the proposal. (b)	Actual expenditure up to date of the proposal (*viz*).	Amounts as in the estimate passed by Government.	Amounts as they will stand after re-appropriation.
(1) Heads under which the proposed expenditure will fall.			
TOTAL			
(2) Heads under which it is proposed to reduce the grants.			
TOTAL			

(a) Here enter full description, mentioning the Department, or Office, or Officer concerned.
(b) The same detail must be shown as in the printed estimates of the Government (or the sanctioned estimate), as the re-appropriation has to be effected by transfer of the figures shown therein

NOTE.—Any further explanation should be given on reverse, where also, if no re-appropriation is possible, the urgency and necessity for the expenditure should be fully explained.

NOTE.—When the application is submitted for the sanction of a Local Government, the form may be modified in any way the Local Government thinks fit, provided that the Local Government indicates distinctly in the order issued that the new expenditure is to be met by re-appropriation from anticipated savings under the same or another major head.

NOTE.—The estimates referrred to are the Budget and not the Revised estimates. The Revised estimates must never be referred to in this application.

Form 18.

[See Chap. 11, Art. 165, Vol. I, C. A. C.]

[Foolscap size.]

Particulars of Investment forwarded for safe custody to

Official designation of officer.	Fund, person or trust in whose behalf the investment is held.	Particulars of notes.				To what date interest has been paid.	Remarks.
		No.	Per cent.	Loan of	Amount.		
					R		

Form 1

[See Chap. 11, Art. 171, Vol. I, C. A. C.]

List of Government Promissory Notes in the custody of _____ *on the 31st December 191 , deposited under Article 164, Volume I, Civil Account Code.*

Serial No.	Name of person or Fund in whose behalf held.	Amount of Investment.									Name of officer to whom interest is sent.
		3½ per cent. of 1842-43.	3½ per cent. of 1854-55.	3½ per cent. of 1865.	½ per cent. of 1879.	3½ per cent. of 1900-01.	3 per cent. of 1896-97.			Total.	

Form No. 20 (Obverse.)

[See Chap. 13, Art. 178 (*b*). Vol. I, C. A. C.]

A

Place _____

No. _____

Date _____ *191* .

Payment of interest on the following Government Promissory Notes is this day transferred to the Bank of Bombay/Madras. The enfacement on the Notes has been altered and advice sent to the Secretary and Treasurer of the Bank and to the Public Debt Office, Calcutta. Interest on the Notes has been paid in this Treasury up to _____ 191 .

Treasury Officer.

P. T. O.

B

Place _____

No. _____

Date _____ *191* .

To THE SECRETARY AND TREASURER,

BANK OF Bombay/Madras.

SIR,

I have the honour to inform you that on the application of the holder _____ I have this day transferred to you the payment of the interest on the following Government Promissory Notes. I have paid the interest on these Notes up to _____ 191 .

I have the honour to be,
SIR,
Your obedient Servant,

Treasury Officer.

P. T. O.

Place _____

No. _____

Date _____ *191* .

To THE SECRETARY AND TREASURER, BANK OF BENGAL,
PUBLIC DEBT OFFICE,
CALCUTTA.

SIR,

I have the honour to inform you that on the application of the holder _____ I have this day transferred to the Bank of Bombay/Madras the payment of the interest on the following Government Promissory Notes. I have paid the interest on these Notes up to _____ 191 .

I have the honour to be,
SIR,
Your obedient Servant,

Treasury Officer.

P. T. O.

Form 20 (Reverse).

PARTICULARS OF THE NOTES.				PARTICULARS OF THE NOTES.				PARTICULARS OF THE NOTES.			
No.	Loan.		Amount.	No.	Loan.		Amount.	No.	Loan.		Amount.
	Per cent.	Year.			Per cent.	Year.			Per cent.	Year.	
			R								R

Form 21.

[See Chap. 13, Art. 179, Vol. I, C. A. C.]

Register of Notes of the _____ *per cent. Loan of* _____, *dated* _____ *interest on which is payable at* _____

Number of the Note.	Amount.	Date up to which interest was last paid.	Number and date of letter authorizing payment of interest.	REMARKS.
				Here should be entered particulars of letters cancelling payment of interest on any notes.

Form 21, page 386—

Substitute the following for existing form No. 21—

Register showing particulars of notes enfaced

LOAN OF

Number of note.	Amount.	Date up to which interest was last paid.	Particulars of letters authorising payment of interest.	Particulars of letters cancelling payment of interest.	T.O's initials.		Half-year ended.	Half-year ended.	Half-year ended.
						Name of payee. Number of half-years for which interest is paid. Date of payment. T.O's initials.			
						Ditto			
						Ditto			
						Ditto			

Page 386, Form 21—

Substitute the following for Form No. 21, as amended by the 7th list of corrections :—

Register showing particulars of Notes enfaced for payment of interest at———————Treasury ——— loan of———————

Number of note.	Amount.	Date up to which interest was last paid.	Particulars of letters authorising payment of interest.	Particulars of letters cancelling payment of interest.	Treasury officer's initials.

[*10th list—1-10-15.*]

for payment of interest at _____ *Treasury.*

_____ %

Half-year ended.	Half-year ended.	Half-year ended.	Half-year ended.	Half-year ended.	Half-year ended.	Half-year ended.	Half-year ended.	Half-year ended.	Half-year ended.	Half-year ended.	Half-year ended.	Half-year ended.	Half-year ended.	Half-year ended.	Half-year ended.	Half-year ended.

Form 22.

[See Chap. 13, Art. 199A, Vol. I, C. A. C.]

Receipt for interest on Government Promissory Notes.

PER CENT. LOAN OF

Received from the Government Treasury at _____ interest due on Promissory Notes as follows.—

No. of Note. *N.B.*—If the number is in a fractional form, the upper No. only need be quoted.	Amount of each Note.	Amount of half-yearly interest.			For how many half-years interest is due.	Total amount due.			Date up to which interest is due.	Name of holder of Notes.
	₹	₹	a.	p.		₹	a.	p.		
					TOTAL .					
					Deduct Income Tax at – pies .					
					Net amount payable . .					

Total received (in words)

Pay ₹

Signature _____

(State whether holder or holder's attorney or administrator). _____

Accountant. *Treasury Officer.*

NOTE:—When any exemption from Income Tax is allowed or the lower rate of tax levied, the Treasury Officer should note here that the certificate prescribed in Chapter 3, Article 40, Civil Account Code, has been produced.

Form 23.

[See Chap. 13, Art. 197, Vol. I. C. A. C.]

Exempt from Stamp duty.

Public Debt Office
Treasury (

*Date*_____*191* -.

$\frac{I}{we}$, the undersigned [

hereby authorize [ ]

* Here enter "One," "two," "three," etc., as the case may be.

*of the joint holders of the Government Promissory Note , of which the particulars are given at foot, to give a discharge in $\frac{my}{our}$ name for all interest due or to accrue due on the said note or on any renewals of the same note and $\frac{I}{we}$ hereby request that henceforth all warrants for interest on the same Promissory Note or on any renewals thereof may be issued in $\frac{his}{their}$ name alone.

This authority will, in the case of two or more signatories, be binding on the survivor or survivors of us until formally revoked.

No. of Note.	Loan.	Amount of Note.	HOLDERS.
	R	R	(Full names and addresses and occupation.)

Signatures and addresses of Witnesses. *Signatures.*

}

These instructions must be strictly attended to.

1.—The execution to be attested by two credible witnesses, one of whom should, if possible, be either a Banker, Clergyman or Magistrate.

2.—If executed by a married female European, her husband's signature must be affixed under her own, unless the parties were married subsequently to 1st January 1866, in which case the marriage certificate should be forwarded to this office for registry; but if executed by a spinster or widow, this must be stated after her signature. If by a Native female, the execution must be verified before a Magistrate or local Registrar or Treasury Officer.

Page 389, Form No. 24—

Insert at the end of the Form another column headed "Treasury officer's initials".

[*10th list—1-10-15.*]

Form 24.

[See Chap. 13, Art. 199B, Vol. I, C. A. C.]

Register of payment of Interest on Promissory Notes.

Date.	No. of Voucher.	Name of payee.	No. of Note.	Amount of Note.	INTEREST PAID.									Deduction of Income Tax.	Net Payment.	DAILY TOTAL OF NET PAYMENTS.
					Date up to which paid.	Number of half-years for which paid.	ON NOTES OF THE 3½ PER CENT. LOAN OF					3 PER CENT LOAN OF	*			
							1842-43.	1854-55.	1866.	1879.	1900-01.	1896-97.				
				R			R	R	R	R	R	R			R	R	R

* These columns should be used to show interest paid on dischaged loans.

Form 25.

[See Chap. 13, Art. 206, Vol. I, C. A. C.]

GOVERNMENT PROMISSORY NOTES SENT FOR RENEWAL, SUB-DIVISION OR CONSOLIDATION.

*Advice No.*_____, *dated*_____

Name of Province and Treasury.	Particulars of Government Promissory Notes forwarded for renewal, sub-division or consolidation.				Notes required.	
	No. of Note.	Loan of	For R	Holder's Name.	How many.	R For each.
		R				

Form 26.

[See Chap. 13, Art. 215, Vol. I, C. A. C.]

Register of Powers-of-Attorney, Probates, Certificates, etc.

Serial No.	Date of registry.	Date of document.	Name of principal.	To whom granted.	Description.	Limitation of power.

1. Separate pages should be reserved for separate initials, and the entries under each initial should have a separate series of numbers.

2. In the case of probates, etc., and orders of court, the name of the court, and any number it may have assigned to its order, may, with advantage, be noted in the column of "Date of Document."

Form No. 25, page 390—

Substitute the following for the existing form :—

Form 25.

[See Chap. 13, Art. 206, Vol. I, C. A. C.]

FROM

THE TREASURY OFFICER,

No. OF

.....Treasury.

Date.....

TO

THE SECRETARY AND TREASURER,
BANK OF BENGAL,
PUBLIC DEBT OFFICE,
CALCUTTA.

SIR,

I have the honour to forward herewith for..... upper halves of the undernoted Government Promissory Notes, lower halves of which will be sent on receipt of an acknowledgment.

I have the honour to be,

SIR,

Your most obedient Servant,

Treasury Officer.

MEMO.

No.	Loan.	Amount.	Holder's name.	NOTES REQUIRED.	
				How many.	For R each.

COUPON.

Reference No. , Date , No. , Loan ,
Amount Rupees annas .

Credited in cash account of————

Treasury Officer.

1st List—10-3-13.

Form 27.

[See Chap. 14, Art. 232, Vol. I, C. A. C.]

Requisition slip for Conversion of Promissory Notes into Stock.

_____We or I_____hereby request that the undermentioned Government Promissory Notes being__our or my__property may be registered in the Books of the Public Debt Office agreeably to Notification, dated 10th January 1867, under the per cent. Loan of , and that the interest be paid to me at the treasury of

Signed in my presence.

Treasury Officer of

Date

Name_____

Residence_____

Profession or employment_____

Particulars of Promissory Notes.			Interest due under Art. 230.	
Loan.	No.	Amount.		
		R		
	Total			

1. These forms will be supplied to treasuries by the Bank of Bengal, Public Debt Office and none other may be used. One form should be filled up for each stock certificate required.

If sicca notes are included in the list they should be stated at the head of the list, and followed by one of the following two entries :—

Total Sicca R	1,000
Equal Government R	1,066⅔
Add—Amount of Transfer Receipt attached	33⅓
Total required	1,100

or

Total Sicca R	1,000
Equal Government R	1,066⅔
Deduct—Refund now to be made	66⅔
Net required	1,000

To be endorsed on each promissory note tendered for conversion into stock.

"Pay to His Excellency the Viceroy and Governor General in Council."

Form 28.

[See Chap. 14, Art. 235, Vol. I, C. A. C.]

Register of Stock Certificates on which Interest is payable at Treasury.

Loan.		Certificate.		Received for delivery to whom.	Note of delivery.		Remarks.
Per cent.	Year.	No.	Amount.		Date.	Signature of recipient.	[Enter here cancellations or renewals.]
			R				

Form 29.

[See Chap. 14, Art. 237, Vol. I, C. A. C.]

Register of Interest Orders.

Date of receipt.	Printed number.	Amount of each order.	To whom payable.	Date of delivery.	Receipt of person to whom delivered.
		R			

Form 30.

[See Chap 15, Art. 250, Vol. I, C. A. C.]

[To be printed on foolscap breadthways.]

Register of Repayments of _____ *Deposits at* _____ *Treasury.*

Detail of Original Deposit.			Date of present repayment.	No. of repayment voucher.	To whom repaid.*	Amount repaid.		Initials of		Daily total carried to cash book.	Remarks.
Date of receipt.	No. as per register of receipts.	Amount or balance of deposit.				In cash.	By transfer.	Accountant.	Treasury or disbursing officer.		
		R				R				R	

The same form will serve for the list of repayments submitted each month; the last four columns may be struck out by hand and the heading changed to "List of Repayments of Deposits at Treasury for the month of ."

Form 31.

[See Chap. 15, Art. 251, Note 1, Vol. I, C. A. C.]

_____ *Treasury, month of* _____ *191* .

HEAD OF SERVICE CHARGEABLE. } _____ DEPOSITS. VOUCHER No. _____ OF PAYMENTS. LIST OF

Original Number. } _____ Date of Deposit. } _____ Name of Depositor. } _____ Amount originally deposited. Rupees } _____

In this space a translation of the receipt form into the current vernacular should be given.

Examined and entered.

_____

Accountant.

Treasury.

Pay Rupees

_____

Treasury Officer.

Received this _____ day of _____ 191

the sum of Rupees _____

Annas _____ Pies _____

being the amount payable _____

on account of the deposit described above.

Claimant's Signature. }

Stamp if required.

Passed for payment.

R _____

_____

Judge, Magistrate or Collector.

Page 395, Form 32, C. A. C.

Add the following footnote:—

N. B.—It is not necessary to total the last 3 columns of this register.

3rd List—30-9-13.

Form 32.

[See Chap. 15, Art. 253, and Chap. 20, Art. 364, Vol. I, C. A. C.]

[To be printed on double foolscap.]

Extract Register of Receipts of———*Deposits at the*———*Treasury in the month of*———*19*

Date.	Number of each deposit.	From whom received.	Nature of each deposit.	Amount of each deposit.			Details of Repayments (*to be posted in the Accountant Generals' Office*). 24 monthly columns for posting repayments of two years.	Total repayments on each deposit.			Balance of each deposit. Lapsed and credited to Government.			Balance of each deposit. Transferred to Clearance register.		
				R	a.	p.		R	a.	p.	R	a.	p.	R	a.	p.

Form 32A.

[See Chap. 15, Art. 255, Vol. I, C. A. C.]

Statement of Lapsed _____ *Deposits of the* _____

* Civil, Criminal Courts or Revenue.

Treasury, for the year 191 .

Particulars of Deposit.					For use in Accountant General's Office.					Remarks.
Year.	No.	Balance lapsed.			No. and date of Refund Order.	Amount of Refund sanctioned.			Initials.	
		R	a.	p.		R	a.	p.		

Form 32B.

[See Chapter 15, Art. 256A, Vol. I, C. A. C.]

Refund of Lapsed Deposits.

To

THE ACCOUNTANT GENERAL,_____

SIR,

The following refunds of Lapsed Deposits aggregating Rupees_____ (in words) have been claimed by_____ of whose identity and title to the money I have satisfied myself. I request your sanction to the refund.

Class of Deposits.	Particulars of original deposit.		Balance credited to Government.			Date of Lapsed Statement.	Amount claimed.			Remarks.
	Year.	No.	R	a.	p.		R	a.	p.	

(Signature.)

*The*_____*191* .

Judge, Magistrate or other Officer.

Accountant General's Office No. _____, *dated* _____

Sanctioned.

Received payment. _____

Receipt Stamp.

Accountant General.

Claimant.

Pay Rupees ( ) _____ only.

The _____ *191* . Examined. *Accountant.*

Treasury Officer.

Note.—The signature of the claimant should be obtained on this form and the form should be returned as a voucher in support of the debit.

orm 33.

[See Chap. 17, Art. 298, Vol. I, C. A. C.]

Statement showing the gregate of the sanctioned Grants and the actual Expenditure of the year 191 -191 .

	Civil xpenditure.				Public Works Expenditure.				Total Civil and Public Works Expenditure.				Remarks.
	Imperial.	Provincial.	Local.	Total.	Imperial.	Provincial.	Local.	Total.	Imperial.	Provincial.	Local.	Tota .	
	R	R	R	R	R	R	R	R	R	R	R	R	
Budget Grant													
Add—													
Total of additional grants sanctioned during the year													
Deduct—													
Total of reductions of grants sanctioned during the year													
Total of final grants on March 31st													
Actual expenditure of the year													
Excess or deficiency of expenditure as compared with the final grants													

Form 34.

[See Chap. 17, Art. 298, Vol. I, C. A. C.]

Statement showing, under major heads, Expenditure incurred in excess of the sanctioned Grants for 191 -191 .

1	2	3		4		5	6	7		8
Major head of account.	Budget Grant.	*Add*—Additional Grants or Re-appropriations sanctioned.		*Deduct*—Grants surrendered or transferred by Re-appropriation.		Net sanctioned Grant.	Actual Expenditure.	Excess Expenditure (column 6—column 5).		Remarks.
		Amount.	In Government Order, No. and date.	Amount.	In Government Order, No. and date.			Still requiring sanction of the Government of India.	Still requiring sanction of the Local Government.	
	R	R		R		R	R	R	R	

N.B.—When some of the minor heads under a major head are Imperial and some Provincial, the statement should contain details of such minor heads.

Form 34A.

[See Chap. 17, Art. 298, Vol. I, C. A. C.]

Statement of Expenditure incurred in excess of the sanctioned Grants for 191 -191 .

1	2	3	4			5				6				7			8			9			
Major head of account.	Department of the Government of India.	Province, Agency or office.	BUDGET GRANT.			*Add*—ADDITIONAL GRANTS OR RE-APPROPRIATIONS SANCTIONED.				*Deduct*—GRANTS SURRENDERED OR TRANSFERRED BY RE-APPROPRIATION.				NET SANCTIONED GRANT.			ACTUAL EXPENDITURE.			EXCESS EXPENDITURE REQUIRING SANCTION (COLUMN 8—COLUMN 7).			REMARKS.
			Salaries and establishments.	Other charges.	Total.	Salaries and establishments.	Other charges.	Total.	In Government Order and date.	Salaries and establishments.	Other charges.	Total.	In Government Order and date.	Salaries and establishments.	Other charges.	Total.	Salaries and establishments.	Other charges.	Total.	Salaries and establishments.	Other charges.	Total.	
			R	R	R	R	R	R		R	R	R		R	R	R	R	R	R	R	R	R	

Form 35.

[See Chap. 18, Art. 318, Vol. I, C. A. C.]

Dr. *Cash Book of* _____ *Treasury* _____ *Government of* _____ *for* _____ *191* . Cr.

Date.	Reference number of Register.	Reference number of Item.	From whom received.	Particulars.	Amount. R	a.	p.	Daily Total. R	a.	p.	Date.	Reference number of Register.	Reference number of Voucher.	To whom paid, etc.	Particulars.	Amount. R	a.	p.	Daily Total. R	a.	p.
			The form for the cash account will be the same as that of the receipt side of the cash book, the column for daily total being left blank for use in the Accountant General's Office, and headed "Head of Receipt." The form for the receipt registers of revenue heads is Form 36.											The form for "List of payments" will be the same as that of the charge side of the "cash book," the column for daily total being left blank for use in the Accountant General's Office, and headed "Head of Service." If any register be wanted for frequent payments this form may be used if no other has been prescribed.							

Page 402, Form 35.

Substitute the following Form for the present one :—

[See Chap. 18, Art. 318, Vol. I, C. A. C.]

Dr. *Cash Book of* _____ *Treasury* _____ *Government of* _____ *for* _____ *191* . **Cr.**

Date.	Reference Number of Register.	Reference Number of Item.	From whom received.	Particulars.	Amount. Civil. R	a.	p.	Amount. Other. R	a.	p.	Daily Total. R	a.	p.	Date.	Reference Number of Register.	Reference Number of Voucher.	To whom paid, etc.	Particulars.	Amount. Civil. R	a.	p.	Amount. Other. R	a.	p.	Daily Total. R	a.	p.
			The form for the cash account will be the same as that of the receipt side of the cash book, the column for daily total being left blank for use in the Accountant-General's Office and headed "Heads of Receipts." The form for the receipt register of revenue heads in Form 36.	Revenue heads to be printed according to the Local convenience by the Local Account officers.													The form for "List of payments" will be the same as that of the charge side of the "Cash book," the column for daily total being left blank for use in the Accountant-General's Office, and headed "Head of Service." If any register be wanted for frequent payments this form may be used if no other has been prescribed.	Expenditure Heads to be printed according to the Local convenience by the Local Account officers.								

Form 36.

[See Chap. 18, Art. 318, Vol. I, C. A. C.]

[*Land Revenue*] Receipts.

_____ *Treasury for the month of* _____ *191* .

Date of Receipt.	Number of Chalan.	Date of Sub-Treasury Return.	Name of Treasury.	Detailed Heads.												Daily total of each Treasury.			Daily Total carried to Cash Book.		
				R	a.	p.	R	a.	p.	R	a.	p.	R	a.	p.	R	a.	p.	R	a.	p.
191 .																					
1st May . .	70 to 80*	...	Head . . .	7,000	0	0	1,072	0	0	4,000	0	0	...	...	...	12,072	0	0			
	...	April 7 .	A. pore . . .	1,000	0	0	3,000	0	0	...	...	...	...	...	...	4,000	0	0			
	...	„ 30 .	B. pore . . .	400	0	0	...	...	...	74	0	0	...	...	...	474	0	0			
																			16,546	0	0
2nd May . .	81 to 89*	...	Head . . .																		
			Total .																		

*These entries would be in detail, although here shown in lump sums.

Form 37.

[See Chap. 18, Art. 323 (*a*), Vol. I, C. A. C.]

[Foolscap or Demy.]

Accountant's Daily Balance Sheet for 191 . .

				R	a.	p.
Opening Balance as per last page						
Receipts as per cash book						
			Total			
Disbursements as per cash book						
			Closing Balance			
Deduct balances in Sub-Treasuries as follows :—						
Sub-Treasury, as per daily sheet of (*date*)						
Do.	ditto	of				
Do.	ditto	of				
Do.	ditto	of				
Do.	ditto	of				
Do.	ditto	of				
Cash remittances within the district as per following details :—						
From	To	Date of charge in Sub-Treasury sheet or Treasurer's cash book.				
Actual Balance in District Treasury						
Do. (in words)						

Agreed with Treasurer's balance Sheet.

Accountant. *Treasury Officer.**

* The date and signature should be entered in full.

Form 38.

[See Chap. 18, Art. 323 (*b*), Vol. I, C. A. C.

Treasurer's Daily Balance Sheet.

DATE _____ 191 .

Balance brought forward from 191				
Received this day as per Treasurer's Cash Book				
Total R				
Expended this day as per Treasurer's Cash Book				
Balance R				

Particulars of Balance.

Specification.	Under joint keys of Treasury Officer and Treasurer. Opening balance. R a. p.	Taken out. R a. p.	Placed under joint locks. R a. p.	Closing balance. R a. p.	Closing balance in the hands of the Treasurer. R a. p.	Total. R a. p.
Government Currency Notes, Home Circle. @ R10,000						
" 1,000						
" 500						
" 100						
" 50						
" 20						
" 10						
" 5						
Total R						
Government Currency Notes of other Circles						
Bank Post Bills						
GOLD.						
Sovereigns						
Half-Sovereigns						
Total R						
SILVER.						
Rupees						
Half-Rupees						
Quarter-Rupees						
Two-anna-pieces						
Total R						
NICKEL.						
One anna pieces						
BRONZE AND COPPER.						
Double pice (copper)						
Single " "						
Half " "						
Pie pieces "						
Total R						
UNCURRENT.						
Gold, Silver, Copper — The detail of kind, tale and value, must be given on the reverse— (1) every day for the amounts received that day: (2) on the last working day of each month.						
Total R						
GRAND TOTAL R						
Grand Total (in words)						

Agreed with the Accountant's daily balance sheet, and balance in the hands of the Treasurer inspected.

Treasurer

Date of Signature _____

Officer in charge of Treasury.

1. No uncurrent coins to be left in charge of Treasurer.
2. No more small Silver, Nickel, Bronze and copper to be so left than is required for current use.
3. The whole balance in sole charge of Treasurer is never to exceed his immediate current requirements.
4. This balance sheet is to be signed on the evening of the day itself to which it refers.

Form

[See Chapter 18, Arts. 329 to 333,

Cash Balance Report of the *Treasury*

N.B.—To be despatched *without fail* by post

Names of Treasuries.	Available balance with Branch Bank.	Current.																							
		Notes.	Bank Notes and Post Bills.	Sovereigns.	Half Sovereigns.		Whole rupees.	Half rupees.		Quarter rupees.		Eighth rupees.		One anna.		Double pice.			Single pice.		
1	2	3	4	5	6		7	8		9		10		11		12			13		
				R	R	a.	R	R		R	a.	R	a.	R	a.	R	a.	p.	R	a.	p.
Sadar Treasury																					
Sub-Treasuries at on																					
Total Sub-Treasuries.																					
Remittances in transit																					
GRAND TOTAL																					

* For details, see accompaniment.

Grand total (in words).

Details of Notes.	Tale.	Value.	Transactions with the public in nickel and in bronze and copper.			
Denominations.				R	a.	p.
	R	R				
10,000			Nickel			
1,000			Net issued to the public			
500			or			
100			Net received from the public			
50			Bronze and copper			
20			Net issued to the public			
10			or			
5						
Total			Net received from the public			

(1) Cash balance not verified by District Officer owing to

(2) Departure from rule requiring District Officer's verification once in two months authorised by Government in No. , dated (copy annexed).

(3) Cash balance verified by District Officer on .

(4) When the Treasury is unable to cash notes, it should be stated whether it was for the general public as distinguished from traders and merchants.

Page 407.—Introduce the following as a new Form 38-A, numbering the present Form 38-A as 38-B.

Form 38-A.

[See Chapter 18, Article 305 (Rule 8) Vol. I., C. A. C.]

Register showing the double lock transactions of Cash of the *Treasury dated* 191 .

Nature of transactions.	Government Currency Notes Home Circle.									Gold.			Silver.					Nickel	Bronze and Copper.					Uncurrent coin.											
																								Gold.		Silver.		Nickel	Bronze & copper.						
	Rs. 10,000. Value in Rupees.	Rs. 1,000. Value in Rupees.	Rs. 500. Value in Rupees.	Rs. 100. Value in Rupees.	Rs. 50 Value in Rupees.	Rs. 20. Value in Rupees.	Rs. 10. Value in Rupees.	Rs. 5. Value in rupees.	Total. Value in rupees.	Sovereigns. Value in rupees.	Half Sovereigns Value in Rupees.	Total. Value in Rupees.	Rupees.	Half Rupees. Value in Rupees.	Quarter Rupees Value in Rupees.	Two anna pieces Value in Rupees.	Total. Value in Rupees.	Value in Rupees.	Double-pice Value in Rupees.	Single-pice. Value in Rupees.	Half-pice. Value in Rupees.	Pie-pieces. Value in Rupees.	Total. Value in Rupees.	Tale.	Value in rupees.	Tale.	Value in rupees.	Value in rupees.	Tale.	Value in rupees.	Total. Value in rupees.	Grand total. Value in Rupees.	Initials of Treasurer.	Initials of Treasury Officer.
Balance brought forward.																																			
Receipts .																																			
Total including balance.																																			
Issues to the Treasurer.																																			
Total issued																																			
Balance carried over .																																			

38A.

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on the *of* *191* .

on the *first* working day of each month.

			* UNCURRENT AND WITHDRAWN.								
				SILVER.							
Half pice.	Pie pieces.	Total current.	Gold.	Light weight.	Other classes.	1835.	1840.	Copper.	Total uncurrent and withdrawn.	GRAND TOTAL.
14	15	16	17	18	19	20	21	22	23	24
R a. p.	R a. p.	R a. p.	R a. p.	R a. p.	R a. p.	R a. p.	R a. p.	R a. p.	R a. p.	R a. p.

I hereby certify that I have personally ascertained *by counting* that the balance in the Sadar Treasury, for which I am responsible, amounted on the to the amount shown in column 25 above. I further certify that the bulk of the treasure is kept under double locks, the key of one of which is in the exclusive custody of the Treasury Officer, and that of the other with the Treasurer. I further certify that the balance under single lock with the Treasurer amounted on the above date to R , and that at no time did the Treasurer hold in his separate custody a sum larger than necessary for the convenient transaction of Government business, or larger than the security given by him. The balances of Sub-Divisional Treasuries amounted on the dates specified to the sums shown against them, and I have received from Sub-Divisional Treasury Officers certificates of the actual verification of those balances.

The balance of the currency chest amounted on the to R

Sadar Treasury balance { amount under double lock R
{ „ „ Treasurer's single lock R

The balance in the small coin depôt at amounted on the

to R

Dated 191 . *District Officer.*

The Treasury notified that it was prepared to Cash Currency notes throughout the month, save on

In the case of balances with branches of Presidency Banks, the available portion should be shown in column 2 and the details of the unavailable portion in the appropriate columns of the report. No certificate of personal verification is required in respect of this balance.

N.B.—In the Cash Balance Reports of the 30th June, 30th September, 31st December and 31st March the following liabilities should be noted :—

Amount of bills advised, but not paid R

Do. deposits payable on demand R

(Reverse of Form 38A.)

Memo. of cash remittances during the month of _____ 191 .

REMITTANCES RECEIVED.										REMITTANCES DESPATCHED.						
Date of despatch.	Date of receipt.	Treasury from which received.	Amount.			Kind.*	Date of despatch of		Remarks.†	Date of despatch.	Treasury to which despatched.	Amount.			Kind.*	Remarks.†§
							First acknowledgment.	Final acknowledgment.								
			R	a.	p.							R	a.	p.		
											Total					

* Currency Notes, gold, whole rupees, half rupees, quarter rupees, eighth rupees, one anna pieces, double pice, single pice, half pice, or pie pieces.
† If a remittance consists of uncurrent coin the word "Uncurrent" should be written against it in this column.
§ Remittance in transit should be indicated in this column by the words "In transit."

ute the following for the existing fo

Form No. 39.

[See Chapter 9, Article 343 of the C. A. C., Vol. I.]

Register of Pension Payment Orders on.....Treasury.

Number of Pension Payment Order.	Name of Pensioner.	Monthly Amount.			REMARKS.

6th list—1-8-14.

Form 39.

[See Chap. 9, Art. 343, Vol. I, C. A. C.]

[Condensed by compression of columns; to be printed on ordinary foolscap taken lengthways.]

Register of Pension Payment Orders on _____ *Treasury.*

No. of P. P. O.	Name of each pensioner.	Class of pension.	Monthly amount.	Date.		Height.	Residence.	Personal marks of pensioners.	Remarks.
				Govt. order.	Birth.				
			R						

Form

See Chap. 19, Art. 346,

[To be printed on ordinary

Bill for pensions chargeable to _____ *paid at the* _____

Payment.		No. of Pension pay order.	Signature of pensioner to non-employment certificate. *We declare that we have not received any remuneration for serving in any capacity, either in a Government establishment or an establishment paid from a Local Fund, during the period for which the amount of pension claimed in this bill is due.*	Name of pensioner.
Date.	No.			

NOTE.—The non-employment certificate should also be printed in

Certified that I have satisfied myself that the pensioners except re-employed either permanently or temporarily in a Government during the period for which pension is claimed.

Pages 410-11, Form 40—

Cancel the certificate printed at the foot of this
insert the following as Note 2, numbering the presen
Note 1:—

NOTE 2.—In the case of pensioners who furnish particulars of re-emplo
certificate [see Article 346(8), Civil Account Code], the disbursing officer s
and report whether the rules regarding such re-employment have been duly o

[*18th*

40.

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foolscap lengthways.]

*Treasury from*_____*to*_____*91*

Monthly amount.			Period of claim.	Amount paid.			Signature of payee with stamp if payment exceed R20. *We do hereby acknowledge to have received the amount set against our respective names as pensions due for the periods noted under the order quoted in our respective Pension pay orders.*
R	*a.*	*p.*		*R*	*a.*	*p.*	

vernacular.

those named below [see Article 346 (8), C. A. Code] have not been
establishment or in an establishment paid from a Local Fund

Form

[See Chap. 19, Art.

ANNUAL (MOR-

RETURN OF $\frac{\text{CIVIL}}{\text{MARINE}}$ PENSIONS $\frac{\text{EUROPEAN (INCLUDING EURASIAN)}}{\text{NATIVE}}$ PAID

*Pensions exceeding R*_____

[NOTE.—The Return is in three parts—(1) for pensions not exceeding R10 a month; (2) for pension

	PRESENT AGE (LAST								
	0 to 5 inclusive.	6 to 10 inclusive.	11 to 15 inclusive.	16 to 20 inclusive.	21 to 25 inclusive.	26 to 30 inclusive.	31 to 35 inclusive.	35 to 40 inclusive.	41 to 45 inclusive.
1.—Number of pensioners on the list at end of last year, Heading 9 of last year's Return									
2.—Deduct the number transferred into the next period of age									
3.—Add the number transferred from the last period of age									
4.—Number from the last year thus corrected for age									
5. NEW NAMES BROUGHT ON THE LIST. By new pensions									
6. By renewal after being struck off									
7. By transfer from other Offices									
8.—Total of Headings 4 to 7, being total number to be accounted for									
9.—Number on pension List at end of year									
10. REMOVED DURING THE YEAR. By transfer to other Offices									
11. Reported dead									
12. By non-appearance for six months									
13.—Total of Headings 9 to 12, being total number accounted for									

NOTE.—Headings 2 and 3 show the transfers rendered necessary by Pensioners passing from one of the periods next preceding column.

Heading 6.—Enter here any persons who, after being previously entered under Heading 12 of the Service Regulations), are again admitted into the List.

As many of the columns for the lower ages will seldom be required, four columns without any specified

40A.

348, Vol. I, C. A. C.]

TALITY) RETURN.

AT_____ DURING THE OFFICIAL YEAR 191 .

*and not exceeding R*_____.

exceeding R10 but not exceeding R50 a month; (3) for pensions exceeding R50 a month.]

BIRTH-DAY) OF PENSIONERS.

46 to 50 inclusive.	51 to 55 inclusive.	56 to 60 inclusive.	61 to 65 inclusive.	66 to 70 inclusive.	71 to 75 inclusive.	76 to 80 inclusive.	80 to 85 inclusive.	86 to 90 inclusive.	91 to 95 inclusive.	Total.	REMARKS.

of age into the next. Hence each entry under Heading 3 will be the same as the entry under Heading 2 in the statement as having been struck off the list, on account of non-appearance for six months (Article 956, Civil heading may be printed instead of the eight columns for ages from 0 to 40.

Form 41.

[See Chap. 20, Art. 351, Vol. I, C. A. C.]

[To be printed on royal paper breadthways, and ruled across into separate spaces about ¾ inch deep.]

Register of Receipts of——————*Deposits in the month of*——————*at*——————*Treasury.*

Date of receipt.	No. of each deposit.	From whom received.	Nature of Deposit.	Amount of each deposit.	Initials of T. O.	Daily total carried to cash book.	Details of Repayments.												Total re-payments.	Lapsed and credited to Government.
							Date.	Amount of each repayment.	Initials of T. O.	Date.	Amount of each repayment.	Initials of T. O.	Date.	Amount of each repayment.	Initials of T. O.	Date.	Amount of each repayment.	Initials of T. O.		
				R		R		R			R			R			R		R	R

Insert the following as a new Form:—

[See Chap. 3, Art. 28, C. A. Code.]

Return of deaths of European officers (including members of the Civil Service of India) and pensioners, in _____ *for the month of* _____.

Name.	Date of death.	Place of death.	Occupation at time of death.	Age at time of death.			Place of birth.	Particulars as to family connection.	Address in England of relatives (if known).	Particulars as to property (if any).	Length of service.*	Cause of death.	REMARKS.
				Y.	M.	D.							* This information is not required in the case of pensioners.

Form 43.

[See Chap. 20, Art. 359, Vol. I, C. A. C.]
[To be printed on open foolscap, two pages.]

Register of Daily Receipts and Repayments of Personal Deposits at the _____ *Treasury in the month of* _____

Receipts.

Date.	Account No.												Daily total to Cash Book.		
	R	a.	p.	R		p.	R	a.	p.	R	a.	p.	R	a.	p.
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
26															
27															
28															
29															
30															
31															
Total															

Payments.

Date.	Account No.												Daily total to Cash Book.		
		a.	p.	R	a.	p.	R	a.	p.	R	a.	p.	R	a.	p.
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
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21															
22															
23															
24															
25															
26															
27															
28															
29															
30															
31															
Total															

A separate column on each side will be assigned to each account, wherein the daily gross receipt and gross charge will be entered from the personal ledger. Thus there will be but one single line in this register for the transactions of all personal ledger accounts each day, and its gross totals will give the figures to pass into the cash book. A page of foolscap has probably breadth enough for nine such accounts; if there be more than one page can accommodate, either the two sides may be separated into different parts of the same volume, the same columns being carried across both pages, or more than one register may be opened, and the totals of the second, third, etc., carried into separate columns of the first.

Form 42.

[See Chap. 20, Art. 356, Vol. I, C. A. C.]

[Full size, to be printed on foolscap.]

Treasury, Register of Personal Deposits on account of _____.

Date.	No. of Payment cheque.	Amount received.			Amount paid.			Balance after each transaction.			Treasury Officer's initials.
		R	a.	p.	R	a.	p.	R	a.	p.	

The columns could no doubt be more compressed, and so would leave space for a continuation of the account. In one province columns are added, showing the *name* of the remitter or payee, and the object of the transaction: these details are only for the convenience of the administrator of the account, and are open to objection in a mere banking pass book, but need not be objected to.

Pages 417-418—

Insert the following new Form between Forms 44 and 45, numbering it as 44A :—

Form 44A.

[See Chap. 20, Art. 366, Vol. I, C. A. C.]

[To be printed on foolscap breadthways.]

List of Repayments of———Deposits at———Treasury for the month of———

Detail of original Deposit.			Number of Repayment Voucher.	Amount Repaid.
Date of Receipt.	Number as per Register of Receipts.	Amount or balance of Deposit.		

8th List—1-4-15.

R. A. GAMBLE,

Comptroller and Auditor General.

DELHI,

The 1st April 1915.

S. G. P. I.—No. 102 C. G.—1-6-15.

Form 44.

[See Chap. 20, Art. 363, Vol. I, C. A. C.]

[To be printed on ordinary foolscap.]

REGISTER OF ORDERS ON SUB-TREASURIES ISSUED AND ADJUSTED.

Personal Ledger Account with _____ *Sub-Treasury.*

ORDERS ISSUED.														ORDERS PAID.			
Date.	No. of order.	Payee.	Value how received.	Initials.		Amount of each order.			Initials of Treasury Officer.	Daily total to Register of personal deposits.			Payment at Sub-Treasury.			Date.	No. of order.	Amount of order.			Daily total to Register of personal deposits.		
				Accountant.	Treasurer.								Date.	Amount.									

The column of "Payment at sub-treasury" is provided under "Orders issued" in order to give space for marking off paid orders and ascertaining whether the total of the orders outstanding agrees with the balance on the books. The balance month by month (the difference between the sums of the two columns of daily totals) should be carried forward to the new month to the column of daily total under "Orders issued." Under "Orders paid," the entries will be made in the order in which the paid orders are received back from the sub-treasury without reference to the period of issue, and the total will be agreed with the total charge in the sub-treasury account; the payments will at the same time be marked off in the issue columns from the original paid orders. The orders may be numbered in a general series for the whole district, but those on each sub-treasury must also be numbered in a separate annual series. The column "value how received" is intended for marks denoting cash or transfer.

Form 45.

[See Chap. 20, Art. 367, Vol. I, C. A. C.]

[To be printed on ordinary foolscap.]

Extract Register of Receipts and Payments of Personal Deposits at the _____ Treasury in the month of _____

Accounts.	Opening balances.			Receipts of month.			Total credits.		Nos. of Vouchers.	Payments.			Closing balances.		
Total															

Pages 419 and 420, Form 46 and Form 47—

For the existing entries in the counterfoils of these forms *substitute* the following :—

Number (in print).....
Date.....
Treasury drawn upon .....
Amount.....

13th List—1-4-16.

Form 46.

[See Chap. 21, Art. 370, Vol. I, C. A. C.]

[Size as per Art. 404, Note 4.]

Supply Bill.

PUNJAB.

No.....

Date.....

Payee.....

Drawee.....

Rupees.....

No

Treasury..... Date.....191 .

PUNJAB.

(SOLE) (SOLE)

To the Bank of Bengal.....

At sight of this SOLE Bill of Exchange pay to the order of.....

Rupees

for value received of

R

Treasurer. Accountant. In charge of Treasury.

Undersigned

Form 47.

See Chap. 21, Art. 370, Vol. I, C. A. C.]
[Size as per Art. 404, Note 4.]

Supply Bill.

FIRST.

No.
Date
Payee
Drawee
Rupees

OFFICE OF THE ACCOUNTANT GENERAL, BENGAL.

No.

Treasury Date 191

(FIRST) (FIRST).

To the Officer in charge of the Treasury at

At sight of this FIRST of Exchange (Second Unpaid) pay to the order of

Rupees Under Rs.

for value received.

R Assistant Accountant General.

SECOND.

No.
Date
Payee
rawee
Rupees

OFFICE OF THE ACCOUNTANT GENERAL, BENGAL.

No.

Treasury Date 191

(SECOND) (SECOND)

To the Officer in charge of the Treasury at

At sight of this ECOND of Exchange (First Unpaid) pay to the order of

Rupees Under Rs.

for value received.

R Assistant Accountant General.

Page 421, Form 48—

For the first five existing entries in the counterfoil of this form *substitute* the following :—

Number (in print).....

Date.....

Treasury drawn upon.....

Amount.....

Page 421, Form 48—

Substitute the words " Not Transferable " for " Not Negotiable " in the heading of the Form, and insert the word " recognised " before " bank " in the foot-note, introduced by the 9th list of corrections dated the 1st July 1915.

[*10th list—1-10-15.*]

Page 421, Form 48—

Against the words "Not Negotiable" at the heading of the Form of Remittance Transfer Receipt an asterisk may be given with a footnote :—

"A Remittance Transfer Receipt may be endorsed in favour of a bank for receiving payment on behalf of the payee."

[*9th list—1-7-15.*]

Remittance Transfer Receipts

No. .....

Date .....

Payee .....

Drawee .....

Rupees .....

Value received in cash .....

Do. by transfer .....

Form 48.

[See Chap. 21, Art. 370, Vol. I, C. A. C.]

[Size as per Art. 404, Note 4.]

Remittance Transfer Receipt.

(Not Negotiable.)

_____ Treasury

Date _____ 191

PUNJAB.

To the Officer in charge of the Treasury at .....

Received from .....

the sum of Rupees

payable to (or to be transferred to the credit of)

R

Under Rupees

Treasurer. Accountant. Officer in charge of Treasury.

Form 49.

[See Chap. 21, Art. 371, Vol. I, C. A. C.]

[Condensed form.]

Register of Bills issued on the _____ *Treasury,* _____ *Presidency.*
Province.

Date.	NUMBERS.			Authority for issue.*	To whom granted and on what account.	To whom payable.	Amount of bill.			Amount of premium or discount.			Initials of Treasury Officer.	REMARKS.
	Special (or district).	PRINTED (OR GENERAL).												
		Supply Bill.	Transfer Receipt.				R	a.	p.	R	a.	p.		

* The letter of the Accountant-General or a clause of the rules authorising issue of bill should be quoted in this column.

There is ample space for this form in the length of a half sheet of foolscap (about 13 inches) which should accordingly be used instead of book paper, the latter being four times as expensive. The good machine made foolscap supplied by the Stationery Office is sufficiently good for the purpose. The register should be printed and bound before issue, the sheet being bound by the middle as received from the Stationery Office, not by the edge.

Page 423, Form 50—

Change the wording of the last column of the existing form to "Date of payment" and *add* the three following additional columns:—

"Amount paid", "Initials of the Treasury Officer making payment and "Remarks".

Also *add* the following as footnotes under this form:—

NOTE 1.—"When a bill is under special authority endorsed for payment at a sub-treasury, the date of such endorsement and the name of the sub-treasury should be entered in the column 'Remarks'".

NOTE 2.—"When a case order on a sub-treasury is issued in payment of a bill under the Note to Article 390, the date of the cash order and the name of the sub-treasury should be entered in the column 'Remarks'".

13th List—1-4-16.

Form 50.

[See Chap. 21, Art. 376, Vol. I, C. A. C.]

[Full-size form.]

ADVICE LIST.

To

THE OFFICER IN CHARGE OF THE TREASURY

AT

SIR,

I beg to advise having to-day issued upon you the under-noted supply bills and remittance transfer receipts amounting to R*

_____ TREASURY

The _____ *191* .

Officer in charge of Treasury.

NUMBERS.			To whom payable.	Amount.			Initials of Treasury Officer checking issue.	Date of last issue within the last three years.	Date of payment to be noted in this column.
Special.	PRINTED (OR GENERAL).								
	Supply Bills.	Transfer Receipts.		R	a.	p.			

* Total to be entered in words.

Form 51.

[See Chap. 21, Art. 381, Vol. I, C. A. C.]

[Condensed form.]

LOCAL BILLS ISSUED.

List of _____ drawn by the _____ Treasury of the _____ Province during the month of _____ 191__ on local Treasuries.*

Date.	Number (printed or general).	Authority for issue.†	To whom granted.	To whom payable.	Treasury drawn upon.	Amount of each bill.	Daily total carried to Cash Book.	Premium charged.	The Column to right of this space should be left blank for use in the Accountant General's Office.	Amount paid in month of issue.			Amount paid in first month after issue.			Amount paid in second month after issue.			Amount paid in third month after issue.			Amount paid in rest of quarter succeeding quarter of issue.			Balance at close of quarter next after quarter of issue.		
						R	R	R		R	a.	p.	R	a.	p.	R	a.	p.	R	a.	p.	R	a.	p.	R	a.	p.

* Here insert Supply Bills, or Remittance Transfer Receipts, as the case may be.

† Either a letter of Accountant General, or article and clause (not article only) of Chapter 9; also, if the clause quoted be 143 A (1) or 143 C (1), the nature of the public purpose must be stated as shortly as possible.

in or to rescind any contract for sale and to re-sell without being responsible for any loss which may be occasioned thereby or to let the same for any term or period and to do and execute all such acts and assurances for effectuating any such sale or letting as the Secretary of State shall think fit AND it is hereby declared that the receipt of the Secretary of State for the purchase money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers therefrom AND it is hereby declared that after any sale of the said premises or any part thereof under the aforesaid power the Mortgagor shall stand possessed of the premises so sold for the last day of the term granted to him by the hereinbefore recited lease IN trust for the purchaser his executors administrators and assigns to be assigned and disposed of as he or they may direct AND it is hereby declared that the Secretary of State shall hold any rents, profits, premiums, salami or moneys arising from the premises or from any such letting or sale as aforesaid UPON trust in the first place thereout to pay all expenses attending such sale or otherwise incurred in relation to this security and in the next place to apply such moneys in or towards satisfaction of the moneys for the time being owing on the security of these presents and then to pay the surplus if any to the Mortgagor AND IT IS HEREBY DECLARED that no lease made by the Mortgagor of the said premises or any part thereof during the continuance of this security shall have effect unless the Secretary of State shall consent thereto in writing AND it is hereby declared that the said Resolutions shall be deemed and taken to be part of these presents IN WITNESS whereof the Mortgagor and (5) by order of the Governor General of India in Council acting on behalf of the Secretary of State have hereunto set their hands the day and the year first above written.

(5) Officer authorised to execute for Government.

Signed by the said (Mortgagor)
in the presence of

1st witness
address
occupation

2nd witness
address
occupation

Signed by the said
in the presence of

1st witness
address
occupation

2nd witness
address
occupation

NOTE.—(*a*) (The same persons can witness both signatures).
(*b*) There *must* be *two* witnesses to a mortgage.

[*19th List—1-10-17.*]

Page 424, Form 51.—

Omit the words 'or 143C (1)' *in the second footnote of this form.*

[*19th List—1-10-17.*]

Form 52.

ee Chap. 21, Art. 381, Vol. I, C. A. C.]

[Condensed form.]

FOREIGN BILLS ISSUED.

List of *_____ *drawn upon Treasuries in other Provinces by the* _____ *Treasury of the* $\frac{\textit{Presidency}}{\textit{Province}}$ *of* _____ *during the month of* _____ *191* .

Date of Bill.	Number (printed or general).	Under what authority issued. †	To whom granted.	To whom payable.	Treasury drawn upon.	Amount of Bill drawn on Treasuries under the Government of																											Daily total carried to Cash Book.			Premium charged on issue of bills.			Remarks.
						India.			Central Provinces.			Burma.			Assam.			Bengal.			Bihar and Orissa.			United Provinces of Agra and Oudh.			Punjab.			Madras.			Bombay.									
						R	a.	p.	R	a.	p.	R	a.	p.	R	a.	p.	R	a.	p.	R	a.	p.	R	a.	p.	R	a.	p.	R	a.	p.	R	a.	p.	R	a.	p.	R	a.	p.	

* Here insert Supply Bills or Remittance Transfer Receipts (as the case may be).
† See note under Form 51.

Form 53.

[See Chap. 21, Art. 387, Vol. I, C. A. C.]

[Full-size form. This form should be printed on foolscap.]

Check Register of Bills payable drawn by the _____ *Treasury of the* _____ *Presidency.*
Province.

Date of Bill.		Numbers.			Amount of Bill.			Date of payment.	Remarks.	Amount paid.		
		Special (or District).	Printed (or General).									
			Supply Bill.	Transfer Receipt.	R	a.	p.			R	a.	p.

When a bill is under special authority as contained in Appendix D endorsed for payment at a sub-treasury, the date of such endorsement and the name of the sub-treasury should be entered in the column of Remarks. When a cash order on a sub-treasury is issued in payment of bill under note to Article 390, Civil Account Code, the date of the cash order or the name of the sub-treasury should be entered in the column of Remarks.

Form 54.

[See Chap. 21, Art. 395, Vol. I, C. A. C.]

[Full-size form.]

LOCAL BILLS PAID.

*Register of** _____ *drawn by Treasuries in the Punjab on the* _____
Treasury of that Province and cashed from _____ *to* _____

Voucher Number.	Date of payment.	Particulars of Bill.		Treasury by which drawn.	Amount.			Daily total carried to Cash Book.		
		Number.	Date.		R	a.	p.	R	a.	p.

* Here insert Supply Bills or Remittance Transfer Receipts as the case may be.

Form No. 55.

[See Chap. 21, Art. 395, Vol. I, C. A. C.]

[Condensed form.]

FOREIGN BILLS PAID.

*Register of** _____ *drawn by Treasuries in other* $\frac{\textit{Presidencies}}{\textit{Provinces}}$ *on the* _____

Treasury, and cashed from _____ *to* _____ *191* .

Voucher Number.	Date when.	Particulars of Bill.		By what Treasury drawn.	Amount paid on account of bills drawn by treasuries under the Government of																											Daily total to Cash Book.			Remarks.
		Number.	Date.		Ind a.			Central Provinces.			Burma.			Assam.			Bengal.			Bihar and Orissa.			United Provinces of Agra and Oudh.			Punjab.			Madras.			Bombay.						
					R	a.	p.	R	a.	p.	R	a.	p.	R	a.	p.	R	a.	p.	R	a.	p.	R	a.	p.	R	a.	p.	R	a.	p.	R	a.	p.	R	a.	p.	

* Here insert Supply Bills or Remittance Transfer Receipts as the case may be.

Form 56.

[See Chap. 21, Art. 404, Vol. I, C. A. C.]

Indent for Supply Bill (or Remittance Transfer Receipt) forms required for use of the Treasury at _____

Description of Form.	Issued in the past twelve months.	Spoilt and returned after defacement in the past twelve months.	Balance in store.	Last number in store.	Indented for.
Original on Bank of Bengal					
Do. on other Treasuries					
Duplicates					

Form 57.

[See Chap. 22, Art. 410, Vol. I, C. A. C.]

Budget Estimate of Expenditure to be provided for by Payment-Orders.

		R
Item on page (name item)	. . . . .	3,00,000
Item on page (name item)	. . . . .	2,50,000
and so on	. . . .	2,50,000
	TOTAL .	8,00,000
	Add 20 per cent. . . .	1,60,000
		9,60,000
Namely, for fixed charges	. . . . .	6,00,000
other „	. . . . .	3,60,000
		9,60,000

Page 430, Form 57.—

Cancel this Form.

[*20th List—2-1-18.*]

Form 58A.

[See Chap. 22, Art. 419, Vol. I, C. A. C.]

_____ Treasury.

The _____ 191 .

To

THE ASSISTANT COMMISSIONER,

NORTHERN INDIA SALT REVENUE.

_____

The last salt receipt issued for _____ salt during the month of _____ 191 , was No. _____ Sudder Treasury.

Ditto , was No. _____. _____ Tahsil.

Ditto , was No. _____. _____ do.

_____ do.

_____

Treasury Officer.

For 58B.

[See Chap. 22, Art. 419, Vol. I, C. A. C.]

_____ Salt

CONSOLIDATED TREASURY RECEIPT.

_____ TREASURY.

The _____ *191* .

Received on account of Northern India Salt Revenue the sum of Rupees _____ as detailed below, for which credit has been given in the Treasury Account for 191 .

	R	a.	p.	R	a.	p.
From the Northern India Salt Revenue Officer—						
Price						
Excise duty on salt . .						
Through Traffic receipts . .						
Fines and forfeitures . .						
Fees and Licenses of saline works.						
Miscellaneous . . .						
From the Public—						
Price						
Excise duty on salt . .						
Hakim Cess . . .						
Through Traffic receipts .						
Fees and Licenses of saline works.						
Miscellaneous . . .						
TOTAL RUPEES .						

To

Treasury Officer.

_____

Northern India Salt Revenue

Form 59.

[See Chap. 22, Art. 421, Vol. I, C. A. C.]

Schedule of revenue (excluding deposits) received in the _____ *Treasury during the month of* _____ *on account of the Northern India Salt Department.*

Salt officer on account of whom received.	Amount received.			Heads under which credited (a separate column for each).	Total amount received from or on account of each Salt Revenue Officer.	
	R	a.	p	R	R	a.

Form 59A.

[See Chap. 22, Art. 425A, Vol. I., C. A. C.]

Register / Statement of sums paid into the _____ *Treasury by traders and others for credit of the Bombay Salt Department during the month of* _____ *191* .

No. and date of Indent.		Name and address of Trader.		Quantity of	Price paid.							Remarks.
No.	Date.	Name.	Address.	Salt, maund.	Duty at R 1 per maund.	Ground rent at 3 pies per maund.	Cost price at 2¼ annas per maund.	Haulage charges at 6 pies per maund.	Sewing charges at 2 pies per maund.	Bagging charges at 1 anna 9 pies per maund.	Total.	
					R	R	R	R	R	R	R	

Form 60.

[See Chap. 22, Art. 438, Vol. I., C. A. C.]

Memorandum of the Claims of Officers of the Geological Survey Department for_____191____payable in

Name and designation of payees.	Treasury from which payment is desired.	Fixed charges.			Other charges.			Total.
		Salary of Officer.	Fixed allowance of Officer.	Pay of field establishment.	Travelling expenses of Officer.	Travelling expenses of Establishment.	Contingent charges.	
		R	R	R	R	R	R	

NOTE.—The claims of officers who intend to draw their pay, etc., in Calcutta should be excluded from the above memorandum as they are dealt with like other pre-audit payments.

Form 60A.

[See Chap. 23, Art. 442, Vol. I., C. A. C.]

_____Treasury.

Schedule of Forest Remittance credited during_____191

Date of credit in Sudder Treasury Account.	Chalan.		From whom received.	Division.			Division.			Remarks.
	No.	Date.		R	a.	p.	R	a.	p.	

Pages 435-436

Insert the following new Forms 60 C to 60 T between Forms 60 B and 61.

[*11th list, 15-10-15.*]

Form 60-C.

[See Chap. 23-A, Art. 448-A, para. 24, Vol. I, C. A. C.]

FOREST DEPARTMENT, BENGAL, DARJEELING DIVISION.

Application for Credits on the undermentioned Treasuries to meet anticipated Expenditure during the 2nd quarter ending 30th September 1884.

Details of the Budget heads. (1)	BUDGET HEADS. (2)	Amount. (3)	REMARKS. (4)
		R	
AI	Timber and other produce removed from the forests by Government agency	3,000	Fuel works.
AII	Timber and other produce removed from the forest by consumers or purchasers	...	
AIII	Drift and waif wood and confiscated forest produce	50	Stacking and carriage of confiscated timber.
AIV	Revenue from forests not managed by Government	...	
AV	Rent of leased forests and payments to shareholders in forests managed by Government	...	
AVI	Live-stock, stores, tools and plant	250	Carts for fuel work.
AVII	Communications and buildings	1,600	Goompahar road . R 1,000; Forest house . 600; Demarcation . 800; Plantation works . 800; Other works . 250
AVIII	Organisation, improvement, and extension of forests	1,850	
AIX	Miscellaneous	200	
BI	Salaries	2,700	
BII	Travelling allowances	250	
BIII	Contingencies	300	
	TOTAL ANTICIPATED EXPENDITURE	10,200	

To be granted as follows:—

On Darjeeling Treasury	R	9,000
On Kurseong Sub-Treasury	R	500
On ——— Ditto	R	
On ——— Ditto	R	
TOTAL CREDITS APPLIED FOR		9,500

MEMO. OF BALANCE ESTIMATED TO BE IN HAND ON 30TH JUNE 1884.

Cash	R200	
Drawing account, Darjeeling Treasury,	R500	
Ditto, ——— Ditto,	R	
Ditto, ——— Ditto,	R	
Ditto, ——— Ditto,	R	700
TOTAL		10,200

DARJEELING:
The 1st June 1884.

Deputy Conservator of Forests,
Darjeeling Division.

[*11th List, 15-10-15.*]

Form 60-D.

[See Chap. 23-A, Art. 448-A, Para. 24, Vol. I, C. A. C.]

FOREST DEPARTMENT, BENGAL.

List of Credits required for the quarter ending 30th September 1884.

In whose favour. (1)	Name of Treasury. (2)	Amount. (3)	REMARKS. (4)
		R	
Conservator of Forests, Bengal	Darjeeling	6,000	
Deputy Conservator of Forests, Darjeeling Division	Ditto	9,000	
Deputy Conservator of Forests, Darjeeling Division	Kurseong Sub-Treasury.	500	
	TOTAL	15,500	Fifteen thousand five hundred only.

DARJEELING:
The 15th June 1884.

Conservator of Forests, Bengal.

[*11th List, 15-10-15.*

Form 60-E.

[See Chap. 23-A., Art. 448-A., para. 28, Vol. I., C. A. C.]

FOREST DEPARTMENT, BENGAL, DARJEELING DIVISION.

Dr. *Account Current with the Darjeeling Treasury for the quarter ending 30th June 1884.* Cr.

Date (1)	Letters of Credit. (2)	Amount. (3) R	a.	p.	Date. (4)	No. of Cheque. (5)	Particulars of Cheques. (6)	Amount. (7) R	a.	p.
1st April	No. 5 of 20th March 1884	6,000	0	0	1st April	799	——Contractor. Advance	1,000	0	0
					15th "	890	——Forest Ranger. Advance for works	250	0	0
					30th "	1351	Ditto Ditto	150	0	0
					1st May	1052	Self for current divisional expenses	1,000	0	0
					10th "	1053	Ditto Ditto	1,500	0	0
					20th "	1054	——Contractor. Advance	100	0	0
					29th "	1055	——Forest Ranger. Advance for works	150	0	0
					1st June	1056	Self for current divisional expenses	1,000	0	0
					30th "	1057	Treasury Officer, Darjeeling. Revenue	100	0	0
					30th "	1058	——Forest Ranger. Advance for works	150	0	0
								5,400	0	0
							Balance undrawn on June 30th	600	0	0
	TOTAL	6,000	0	0			TOTAL	6,000	0	0
	DARJEELING; *The 30th June 1884.*						*Deputy Conservator of Forests, Darjeeling Division.*			
1st July	Balance of No. 5 of 20th March 1884.	600	0	0						
	No. 24 of 16th June 1884	9,000	0	0						

[*11th List, 15-10-15.*]

Form 60-F.

[See Chap. 23-A., Art. 448-A., para. 29, Vol. I., C. A. C.]

FOREST DEPARTMENT, BENGAL, DARJEELING DIVISION

Register of Cheques drawn during June 1884.

No. of Cheque. (1)	Date. (2)	On what Treasury. (3)	Amount. (4)			For use in Audit Office. Date of encashment at Treasury. (5)		Remarks. (6)
			R	a.	p.			
1056	1st	Darjeeling	1,000	0	0			
1057	30th	"	100	0	0			
1058	30th	"	150	0	0			
		TOTAL	1,250	0	0			One thousand two hundred and fifty only.

DARJEELING :
The 30th June 1884.

Deputy Conservator of Forests,
Darjeeling Division.

[*11th List, 15-10-15.*]

5 (*Forms*)—

l Form No. 60-G.

e the following as a footnote under Form No. 60-I—

hat the balance in my hands on . . . . . amounted by actual count to shown above, and that I am personally responsible that the said balance y custody."

(*21st List—2-4-18.*)

Form 60-G.

[See Chap. 23-A, Art. 448-A, para. 19, Vol. I, C.A.C.]

FOREST DEPARTMENT, BENGAL.

Cash Balance Report of the Darjeeling Division on the last day of June 1884.

		R	a.	p.
GOVERNMENT NOTES	CURRENCY: At Rupees 1,000	...	...	...
	" " 500	...	...	...
	" " 100	...	...	...
	" " 50	50	0	0
	" " 20	20	0	0
	" " 10	20	0	0
	" " 5	15	0	0
	TOTAL CURRENCY NOTES	105	0	0
SILVER	Rupees	44	0	0
	Half Rupees	1	0	0
	Quarter Rupees	2	0	0
	Two-anna pieces	1	0	0
COPPER	Double pice	1	8	0
	Single pice	0	8	0
	Half-pice	...	...	...
	Pie pieces	...	...	...
	TOTAL CASH IN HAND	50	0	0
	GRAND TOTAL	155	0	0

I hereby certify that the balance in my hands amounted, on the 30th June 1884, to Rupees one hundred and fifty five only, as shown above, and that I am personally responsible that the said balance was actually in my custody.

Deputy Conservator of Forests,
Darjeeling Division.

[*11th List, 15-10-15.*]

Form

[See Chap. 23-A, Art. 448-A

r. *Cash Book of* _____, *Deputy Conservator of*

Date (1)	No. (2)	PARTICULARS. (3)	Receipts. (4)	Head of Service. (5)
			R a. p.	
		Cash Balance brought forward	100 0 0	
1st	1	To Cheque No. 1056 on Darjeeling Treasury	1,000 0 0	*Remittance.*
2nd	2	To received by sale of 100 cubic feet oak scantling, at R 1 per cubic foot, from Goompahar Depôt, to Executive Engineer, Darjeeling Division, as per Acceptance No. 10, dated 1st June 1884	100 0 0	*I a.*
4th	3	To 500 maunds firewood delivered to J. Jones, Esq., Darjeeling, from Darjeeling, Depôt, at R25 per 100 maunds	125 0 0	*I b.*
4th	4	To received from Ram Bux, price of one chestnut tree from Tukdah Range, Poomong Block, at R20	20 0 0	*II a.*
4th	5	To recovered by work done, from Roop Sing, contractor, balance in full of Cr. Item No. 42 of 15th February 1884 R135 8 0 and in part Cr. Item No. 60 of 20th March 1884 „ 211 8 0	350 0 0	*Forest Advances.*
4th	6	To one prismatic compass supplied by the Mathematical Instrument Department, as per Bill No. 15, dated 20th May 1884	50 0 0	*Book Transfer.*
5th	7	To received from Mr. ——, Deputy Conservator of Forests, Darjeeling Division, his subscription to the Uncovenanted Service Family Pension Fund for June 1884, by deduction from pay bill	20 0 0	*Service Funds.*
5th	8	To recovered in cash from ——, Forester, being amount disallowed in Objection Statement to accounts for April 1884, on Item No. 27, on account of excess travelling allowance	10 0 0	*Recovery of service payments.*
5th	9	To recovered in cash from ——, Forest Ranger, being amount disallowed in Objection Statement to accounts for March 1884, on Item No. 12, on account of excess leave allowance	5 0 0	*V b.*
30th	10	To recovered from ——, Forest Ranger, by expenditure incurred in Goompahar Range, from 26th May to 25th June 1884, balance in full of Cr. Item No. 35 of 20th April 1884 R120 0 0 and in full Cr. Item No. 15 of 15th May 1884 „ 80 0 0	200 0 0	*Forest Advances.*
30th	11	To revenue collected in the Goompahar Range, from May 26th to June 25th, 1884	1,000 0 0	
30th	12	To Cheque No. 1057 on Darjeeling Treasury	100 0 0	*Remittance.*
30th	13	To „ „ 1058 „ „ „	150 0 0	*Ditto.*
		TOTAL	3,230 0 0	

DARJEELING:
The 30th June 1884.

60 H.

Paras. 2 and 20. Vol. I., C., A. C.]

Forests, Darjeeling Division, Bengal, for the month of June 1884. *Cr.*

Date. (6)	No. of Item. (7)	No. of Voucher. (8)	Particulars. (9)	Disbursements. (10) R a. p.	Head of Service. (11)
1st	1	1	By paid part of Divisional Office Establishment pay for May 1884	50 0 0	*B I d.*
1st	2	2	By paid part pay of Forest Establishment for May 1884	300 0 0	*B I c.*
2nd	3	3	By Book Transfer to Executive Engineer, Darjeeling Division, for oak scantling supplied Bill No. 5, as per Acceptance No. 10, dated 1st June 1884	100 0 0	*Book Transfer.*
4th	4	4	By paid Roop Sing, contractor, for delivering at Darjeeling Depôt 1,600 maunds firewood, at R17 per 100 maunds . . R272 0 0 and 156 maunds charcoal, at 8 annas per maund . . . „ 78 0 0	350 0 0	*A I b.*
4th	5	5	By paid by Book Transfer to Mathematical Instrument Department, price of one prismatic compass, as per Bill No. 15 of 20th May 1884	50 0 0	*A VI c.*
5th	6	6	By paid pay of Mr. ———, Deputy Conservator of Forests for May 1884	500 0 0	*B I b.*
5th	7	1	By paid balance of Divisional Office Establishment pay for May 1884	25 0 0	*B I d.*
5th	8	7	By revenue paid into Darjeeling Treasury, as per Chalan No. 80 of this date	150 0 0	*Remittance.*
30th	9	8G to 13G	By expenditure incurred by ———, Forest Ranger, in Goompahar Range, as per his accounts from 26th May to 25th June 1884	300 0 0	
30th	10	14G to 16G	By amount of revenue of the Goompahar Range, remitted to Darjeeling Treasury— Chalan No. 65 of 4th, R100 0 0; „ „ 85 of 6th, „ 600 0 0; „ „ 105 of 24th, „ 150 0 0	850 0 0	*Ditto.*
30th	11	17G	By amount of revenue of the Goompahar Range, remitted to Kurseong Tahsil, Darjeeling District, as per Chalan No. 15 of 15th June 1884	50 0 0	*Ditto.*
30th	12	18	By revenue paid into Darjeeling Treasury by Cheque No. 1057, as per Chalan No. 120 of 30th June	100 0 0	*Ditto.*
30th	13	19	By amount advanced to ——, Forest Ranger, Goompahar Range, for current expenses	150 0 0	*Forest Advance*
30th	14	20	By paid Mr. ———, Deputy Conservator of Forests, Darjeeling Division, the amount of his travelling allowance bill for May 1884	100 0 0	*B II b.*
			TOTAL	3,075 0 0	
			Cash balance in hand on 30th June 1884	155 0 0	
			GRAND TOTAL	3,230 0 0	

———,

Deputy Conservator of Forests,
Darjeeling Division.
[11th List, 15-10-15.]

Form

[See Chap. 23A, Art. 448A.

Dr. *Cash Account of* _____, *Deputy Conservator of*

Date. (1)	No. of Item. (2)	PARTICULARS. (3)	Receipts. (4)	Head of Service. (5)
		Cash balance brought forward	R a. p. 100 0 0	
		To cheques drawn, as per details in form No. 60-F, submitted	1,250 0 0	*Remittance.*
4th	6	To one prismatic compass supplied by the Mathematical Instrument Department, as per Bill No. 15, dated 20th May 1884	50 0 0	*Book Transfer.*
5th	7	To received from Mr. ———, Deputy Conservator of Forests, Darjeeling Division, his subscription to the Uncovenanted Service Family Pension Fund for June 1884, by deduction from pay bill	20 0 0	*Service Funds.*
		To recoveries from contractors and disbursers, as per details in Form No. 60-O, attached	550 0 0	*Forest Advances.*
5th	8	To recovered in cash from, ——— Forester, being amount disallowed in Objection Statement to accounts for April 1884 on Item No. 27, on account of excess travelling allowance	10 0 0	*Recovery of service payment.*
		To revenue received during the month, as per details in Form No. 60-P, attached	1,250 0 0	*IX.—Forests.*
		TOTAL	3,230 0 0	

The following Statements,
Form No. 60-P, with
Form No. 60-Q, with
Form No. 60-O, with

(NOTE.—Blank returns should not be submitted, but a note made

Total Rupees three thousand two

Certified that the lump sums shown agree with
Subsidiary returns concerned.

DARJEELING:
The 5th July 1884.

No. 60 I.

Paras. 20 and 48, Vol. I., C. A. C.]

Forests, Darjeeling Division, Bengal, for the month of June 1884. *Cr.*

Date. (6)	No. of Item. (7)	No. of Voucher. (8)	Particulars. (9)	Disbursement. (10)	Head of Service. (11)
				R a. p.	
			By revenue paid into treasuries, as per details in Form No. 60-Q. attached.	1,150 0 0	*Remittance.*
2nd	3	3	By book transfer to Executive Engineer, Darjeeling Division, for oak scantling supplied, Bill No. 5, as per acceptance No. 10, dated 1st June 1884 . . .	100 0 0	*Book Transfer.*
30th	...	...	By amount of advances made to contractors and disbursers, as per details in Form No. 60-O attached	150 0 0	*Forest Advances.*
			By expenditure charged during the month, as per detail in Form No. 60-P attached	1,675 0 0	*11—Forests.*
			TOTAL .	3,075 0 0	
			Cash balance in hand on 30th June 1884	155 0 0	
			GRAND TOTAL .	3,230 0 0	

etc., are attached :—
Vouchers.
Chalans.
Vouchers.
at foot of this statement of the Forms that are blank.)
hundred and thirty only.
the details in the Cash Book and also with other

_____,
Deputy Conservator of Forests,
Darjeeling Division

Form 60-J.

[See Chap. 23-A, Art. 448-A, Para. 32, Vol. I., C. A. C.]

Return of changes in the Subordinate Forest and Depôt / Office / Temporary *Establishments sanctioned by the Conservator of Forests*_____ *during the month of*_____ *189* .

Division. (1)	Name of Subordinate. (2)	Appointment, or change in rank. (3)	Pay. (4)			Date from which to have effect. (5)	Communicated to Divisional Officer in letter		Remarks. (8)
							No. (6)	Date. (7)	
			R	a.	p.				

Dated_____

_____,
Conservator of Forests.

*The*_____*189*

[*11th List 15-10-15*].

Form 60-J.J.

[See Chap. 23-A, Art. 448-A, Para. 32, Vol. I., C. A. C.]

Return of leave granted to the $\frac{\textit{Subordinate}}{\textit{Office}}$ *establishment by the Conservator of Forests*_____ *Circle during the month of*_____ *190*

Division.	Name and rank of absentee.	Pay of absentee.	Nature of absence. (4)			Leave allowances.			Name and substantive rank of every person acting by reason of the absence.	Substantive pay of acting officers.			Acting allowance.			Total of Columns 5 and 8.			Remarks. *The full chain of acting arrangements should be shown together with the name of the Division to which each of the acting officer is attached.
			Kind.	Period.	Date.														
(1)	(2)	(3)				(5)			(6)	(7)			(8)			(9)			(10)
						R	a.	p.		R	a.	p.	R	a.	p.	R	a.	p.	

Dated_____

_____,

Conservator of Forests.

The _____ *190* .

[*11th List, 15-10-15.*]

Form 60-K.

[See Chap. 23-A, Art. 448-A, Para. 5, Vol. I., C. A. C.]

FOREST DEPARTMENT, BENGAL.

BILL No. 5 OF 1884-85. } Head of Service, P. W. D. { VOUCHER No. 3 OF JUNE 1884.

The Executive Engineer, Darjeeling Division _____ DR.

To the Deputy Conservator of Forests, Darjeeling Division.

Dates. (1)	Items. (2)	Amount. (3)			TOTAL. (4)		
		R	a.	p.	R	a.	p.
May 25th	100 cubic feet of oak scantling at R 1 per cubic foot.	100	0	0	100	0	0

_____,
Deputy Conservator of Forests,
Darjeeling Division.

DARJEELING: *The 25th May 1884.*

Accepted for Rupees (100) one hundred only. Credit for this amount will be given in the accounts for the month of June 1884.

No. 10.

_____,
Executive Engineer,
Darjeeling Division.

DARJEELING: *The 1st June 1884.*

P. 2

[*11th List, 15-10-15.*]

Form 60-L.

[See Chap. 23-A., Art. 448-A., Paras. 5 and 9, Vol. I., C. A. C.]

HEAD OF SERVICE. } A VII *a*.

FOREST DEPARTMENT, BENGAL, DARJEELING DIVISION.

VOUCHER No. 11*g* OF JUNE 1884.

Daily labour on making bridle-path in Poobong block, Goompahar Range, from 15th to 24th June 1884.

PARTICULARS OF WORK. (1)	PROGRESS. Previous. (2)	Now exhibited. (3)	Total. (4)	Description of labour and materials. (5)	No. (6)	RA. At (7)	Per (8)	AMOUNT. Per Item. (9) R	a.	p.	Per work (10) R	a.	p.	SIGNATURES OR REMARKS. (11)
Excavating path from Goompahar to Poobong. Conservator's sanction No. 5 of 1884-85.	2 miles 62 chains.	37 chains.	3 miles 19 chains.	Men	240	4 as.	day,	60	0	0	60	0	0	Paid through Ram Sing, *Mate*.
							TOTAL				60	0	0	

This amount of Rupees sixty has been disbursed by me.

_____ *Forest Ranger,*

Passed for Rupees (60) sixty only.

GOOMPAHAR; *The 24th June 1884.* }

Deputy Conservator of Forests, Darjeeling Division.

[*11th List, 15-10-15.*]

Form 60-M.

[See Chap. 23-A, Art. 448-A, Paras. 5 and 39, Vol. I, C. A. C.]

FOREST DEPARTMENT, BENGAL, DARJEELING DIVISION.

HEAD OF SERVICE, A I *b*. } { VOUCHER No. 4 OF JUNE 1884.

Particulars. (1)	Amount. (2)		
	R	*a*	*p.*
Delivering in Darjeeling Depôt—			
1,600 mds. firewood at R17 0 0 per 100 mds. . . .	272	0	0
156 „ charcoal „ 8 0 „ md. . . .	78	0	0
TOTAL .	350	0	0

Received the above amount of R350. } *In part adjustment of advances outstanding against me*

(Sd.) ROOP SINGH, *Contractor.*

[This amount of R350 (three hundred and fifty) has been disbursed by me.]

DARJEELING: *The 4th July 1884.* }

Passed for R(350) three hundred and fifty only.

Deputy Conservator of Forests,
Darjeeling Division.
[*11th List, 15-10-15.*]

Form 60-N.

[See Chap. 23-A., Art. 448-A., Para. 42, Vol. I., C. A. C.]

CONTRACTOR'S AND DISBURSERS' LEDGER.

Account No. 5.

Dr. Roop Singh, Contractor, in account with Darjeeling Forest Division. *Cr.*

Delivery of Firewood at Darjeeling. Contract dated 1st January 1884.

Date. (1)	Cash book Cr. item No. (2)	Particulars of advances made. (3)		Amount. (4)	Date. (5)	Cash book Dr. item No. (6)	Particulars of advances recovered. (7)	Amount. (8)
			R a. p.	R a. p.				R a. p.
1st April 1884	...	To balance brought forward—			4th June 1884	5	By value of work done, as per Cr. item No. 4	350 0 0
		Part Cr. item No. 42, dated 15th February 1884	135 8 0		30th June 1884	...	Balance	285 8 0
		Full Cr. item No. 60, dated 20th March 1884.	500 0 0					
				635 8 0				
		TOTAL		635 8 0	...	...	TOTAL	635 8 0
1st July 1884	...	To balance brought forward— Part Cr. item No. 60, dated 20th March 1884		285 8 0			Signed—— Deputy Conservator.	

Account No. 6.

Dr. Mr. , Forest Ranger, Disburser, in account with Darjeeling Forest Division. *Cr.*

Current expenses in Goompahar Range.

Date. (1)	Cash book Cr. item No. (2)	Particulars of advances made. (3)		Amount. (4)	Date. (5)	Cash book Dr. item No. (6)	Particulars of advances recovered. (7)		Amount. (8)
			R a. p.	R a. p.				R a. p.	R a. p.
1st June 1884	...	To balance brought forward—			30th June 1884	10	By expenditure incurred, as per account from 26th May to 25th June 1884	300 0 0	
		Part Cr. item No. 35, dated 28th April 1884.	120 0 0				*Less*—Expended out of revenue	100 0 0	
		Full Cr. item No. 15, dated 15th May 1884	80 0 0						
30th June 1884	13	Advanced		200 0 0	30th June 1884	...	Balance		200 0 0
				150 0 0					150 0 0
		TOTAL		350 0 0			TOTAL		350 0 0
1st July 1884	...	To balance brought forward— Full Cr. item No. 13, dated 30th June 1884.		150 0 0			Signed—— Deputy Conservator.		

Form 60-O.

[See Chap. 23-A, Art. 448-A, Paras. 46, 47, and 50, Vol. I., C. A. C.]

FOREST DEPARTMENT, BENGAL, DARJEELING DIVISION.

Abstract of entries in the Contractors' and Disbursers' Ledger during June 1884.

Number of Accountant's Ledger.	Name and Rank.	Particulars of Work.	Department Debtor.									Department Creditor.									Balance Due.						Remarks.
			Balance due from last month.			Nos. of Dr. Items in Cash Book.	Nos. and Dates of Original Items of Payments now recovered.	Recoveries in cash or value of supplies or work done during the month.			Total.			Balance outstanding from last month.			Nos. of Cr. Items in Cash Book.	Payments during month.			Total.			Contractor By —— Disburser.			Contractor To —— Disburser.			
(1)	(2)	(3)	(4)			(5)	(6)	(7)			(8)			(9)			(10)	(11)			(12)			(13)			(14)			(15)
			R.	a.	p.			R	a.	p.	R.	a.	p.	R	a.	p.		R	a.	p.	R	a.	p.	R	a.	p.	R	a.	p.	
5	Roop Singh	Delivering firewood at Darjeeling	...	...	...	5	No 1, dated 5th May 1884.	350	0	0	350	0	0	635	8	0	...	...	...	...	635	8	0	285	8	0	...	...	...	
7	Peer Bux	Collecting seeds	...	...	...	...	...	...	...	...	...	...	...	25	0	0	...	...	...	...	25	0	0	25	0	0	...	...	...	
		TOTAL CONTRACTORS	...	...	...	...	...	350	0	0	350	0	0	660	8	0	...	...	...	...	660	8	0	310	8	0	...	...	...	
8	Mr. —— Forest Ranger	Disburser, Goompahar Range	...	...	...	10	No. 4, dated 10th May 1884.	200	0	0	200	0	0	200	0	0	13	150	0	0	350	0	0	150	0	0	...	...	...	
)	Babu E., Forester.	Disburser, Tukdah Range	...	...	...	...	...	...	...	...	...	...	...	100	0	0	...	...	...	...	100	0	0	100	0	0	...	...	...	
		TOTAL DISBURSERS	...	...	...	...	...	200	0	0	200	0	0	300	0	0	...	150	0	0	450	0	0	250	0	0	...	...	...	
		TOTAL	...	...	...	...	...	550	0	0	550	0	0	960	8	0	...	150	0	0	1,110	8	0	560	8	0	...	...	...	

DARJEELING:
The 5th July 1884.

Deputy Conservator of Forests,
Darjeeling Division.
[11th List, 15-10-15.]

Form

[See Chapter 23-A, Art. 448-A, Paras

FOREST DEPARTMENT, BENGAL, DARJEELING DIVISION.

Classified Abstract of Revenue and Expenditure during June 1884.

NOTE.—The items in this Abstract should be arranged in accordance with the prescribed Budget heads and sub-heads.

No. of Item in Cash Book. (1)	Items. (2)	Amount. (3)	Total of Budget sub-head. (4)	REMARKS. (5)
	REVENUE—	R a. p.	R a. p.	
	I. a.			
2	Price of 60 pieces, 100 cubic feet, oak scantling at R1 per c. ft. sold from Goompahar depôt to Executive Engineer, Darjeeling Division, as per acceptance No. 10, dated 1st June 1884	100 0 0		
11	Price of 14 chestnut logs containing 560 c. ft., at R0-8-0 per c. ft., sold from Poobong Block to Karim Bux	280 0 0	380 0 0	*I. a.*
	I. b.			
3	Price of 500 maunds firewood sold to J. Jones, Esq., from Darjeeling depôt, at R25 per 100 maunds .	125 0 0		
11	Price of 200 maunds of charcoal sold to Dhunbeer from Goompahar depôt, at R1 per maund . .	200 0 0	325 0 0	*I. b.*
	I. c.			
11	Price of 2,500 bamboos sold from Goompahar depôt, at R2 per 100, to various persons	50 0 0	50 0 0	*I. c.*
	II. a.			
4	Price of one chestnut tree sold from Tukdah Range Poobong Block, to Ram Bux,—Permit No. 51 .	20 0 0		
1	Price of 500 cubic feet dry oak wood sold from Goompahar Range, Poobong Block, at 8 annas per cubic foot to various persons	250 0 0	270 0 0	*II. a.*
	II b.			
11	Permit Nos, 25 to 30, for 40 cooly loads of dry wood from Goompahar Range, Poobong block, at 8 annas per cooly load	20 0 0	20 0 0	
	II. d.			
11	Grazing of 480 bullocks in Chongtong Block, Goompahar Range, during June, at 4 annas per head .	120 0 0	120 0 0	
	II. e.			
11	Permits Nos. 31 to 40 for cane from Poobong Block, Goompahar Range, during June 1884, at R6 per permit	60 0 0	60 0 0	*II. e.*
	III.			
11	Price of 28 seers confiscated rubber sold from Goompahar depôt by auction	20 0 0	20 0 0	*III.*
	V. b.			
9	Recovery from——, Forest Ranger, amount disallowed in Objection Statement for March 1884, on item No. 12, on account of excess leave allowance .	5 0 0	5 0 0	*V. b.*
	TOTAL REVENUE .		1,250 0 0 One thousand two hundred and fifty only.	

60-P.

21, 36, 48 and 55, Vol. I., C. A. C.]

No. in Cash Book of Item. (1)	Voucher. (2)	Items. (3)	Amount. (4)	Total of Budget sub-head. (5)	Remarks. (6)
		EXPENDITURE *A. I. a.*			
9	10-G	Paid Singber, sawing and delivering in Goompahar depôt 4,500 running feet inch-planking, at R4 per 100 feet	180 0 0	180 0 0	*A. I. a.*
		A. I. b.			
4	4	Paid Roop Singh, contractor, delivering in Darjeeling depôt 1,600 maunds firewood, at R17 per 100 maunds ... ... R272 —do.—156 mds. charcoal, at 8 annas per md. R78 .	350 0 0	350 0 0	*A. I. b.*
		A. III.			
9	13-G	Paid carriage of 100 cubic feet confiscated oak scantling to Goompahar depôt, distance 5 miles, by contract	10 0 0	10 0 0	*A. III.*
		A. VI. c.			
...	5	Paid Mathematical Instrument Department price of a prismatic compass, Bill No. 15 of 29th May 1884	50 0 0	50 0 0	*A. VI. c.*
		A. VII. a.			
9	11-G	Paid daily labour, through Ram Singh, for earthwork on bridle path in Poobong Block, 37 chains, Conservator's sanction No. 5 of 1884-85 . .	60 0 0	60 0 0	*A. VII. a.*
		A. VIII. e.			
9	8-G	Paid temporary establishment on Poobong Plantation for May 1884	45 0 0	45 0 0	*A. VIII. e.*
		TOTAL A .	...	695 0 0	
		B. I. b.			
6	8	Paid Mr. ——, Deputy Conservator of Forests, pay for May 1884	500 0 0	500 0 0	*B. I. b.*
		B. I. c.			
2	2	Paid part pay of Forest establishment for May 1884	300 0 0	300 0 0	*B. I. c.*
		B. I. d.			
1 and 7	1	Paid pay of office establishment for May 1884 . .	75 0 0	75 0 0	*B. I. d.*
		B. II. b.			
14	20	Paid travelling allowance bill of Mr. ——, Deputy Conservator, for May 1884	100 0 0	100 0 0	*B. II. b.*
		B. II. c.			
9	12-G	Paid travelling allowance bill of ——, Forester, Goompahar Range, for April 1884	4 0 0	4 0 0	*B. II. c.*
		B. III. e.			
9	9-G	Paid bearing postage on 10 covers	1 0 0	1 0 0	*B. III. e.*
		TOTAL B	...	980 0 0	
		GRAND TOTAL EXPENDITURE	...	1,675 0 0 One thousand six hundred and seventy-five only.	

——————,

Deputy Conservator of Forests,
Darjeeling Division.

DARJEELING;
The 5th July 1884.

NOTE.—The certificate required by article 448-A, Para. 48, will invariably be attached to the Classified Abstract of expenditure forwarded to the Accountant General.

(i) Sufficient details should be given in column 3 to enable the charges to be at once understood and checked.

(ii) The authority for charges lying outside the powers of sanction of the officer submitting the accounts should invariably be quoted in the "remarks" column.

(iii) Whenever expenditure on any work is spread over two or more months, the total previous expenditure on such work should be noted in the remarks column before beginning to enter the items expended during the month.

Form 60-Q.

[See Chap. 23-A, Art. 448-A, Para. 48, Vol. 1., C. A. C.]

FOREST DEPARTMENT, BENGAL, DARJEELING DIVISION.

Schedule of Remittances of Revenue to Treasuries during June 1884.

Date when remitted. (1)	Number item or Chalan. 2)	Name of Treasury. (3)	By whom remitted. (4)	Amount. (5)	REMARKS. (6)
5th	7	Darjeeling	.....	150 0 0	
30th	14-G.	Ditto	.....	100 0 0	
	15-G.	Ditto	.....	600 0 0	
	16-G.	Ditto	.....	150 0 0	
	17-G.	Kurseong Tahsil	.....	50 0 0	
	18	Darjeeling	.....	100 0 0	Cheque No. 1.
			TOTAL	1,150 0 0 One thousand one hundred and fifty only.	

Deputy Conservator of Forests,
Darjeeling Division.

DARJEELING;
The 5th July 1884.

[*11th List, 15-10-15.*]

Form 60-R.

[See Chap. 23-A. Art. 448-A, Para. 36, Vol. I., C. A. C.]

FOREST DEPARTMENT, BENGAL, DARJEELING DIVISION.

Record of Sanctioned Works.

FOREST RANGE— (1)	*Goompahar.*
NATURE OF WORK— (2)	*Construction of bridle-path in Poobong Block.*
NUMBER AND DATE OF SANCTION— (3)	*5. of 10th April 1884, of Conservator.*
AMOUNT SANCTIONED— (4)	*₹250.*

Month. (1)	Particulars of Expenditure. (2)	Amount. (3)		
		₹	a.	p.
April 1884 .	Item No. 12, Voucher No. 4-G.—Paid daily labour through Ram Singh, mate, for 32 chains . . .	24	0	0
May „ . .	Items Nos. 7 and 19. Vouchers Nos. 7-G. and 22-G.—Paid through Ram Singh, mate, for daily labour on 2 miles 30 chains	160	0	0
June „ .	Item No. 9, Voucher No. 11-G.—Paid through Ram Singh, mate, for daily labour on 37 chains	60	0	0
	TOTAL .	244	0	0

Completion report sent to Conservator under letter No. 210, dated 5th July 1884.

DARJEELING: *The 5th July 1884.*

_____,
Deputy Conservator of Forests, Darjeeling Division.

NOTE—This Form should be printed on both sides of paper.

[*11th List, 15-10-15.*]

Form 60-S.

[See Chap. 23-A., Art. 448-A., Paras. 55 and 56, Vol. I., C. A. C.]

FOREST DEPARTMENT, BENGAL.

Objection Statement to the Accounts of the Darjeeling Division for the month of June 1884.

No. of item in Cash Book and whether on Dr. or Cr. side. (1)	Date. (2)	Particulars. (3)	Amount entered in objection book. (4)			Nature of objection. (5)	Explanations. (6)	Conservator's recommendation and Accountant General's orders. (7)
		Cash account.—Form No. 60-I.	*R*	*a.*	*p.*			
Dr. Nos. 5 and 10, Cr. No. 13.	4th and 30th.	Items under "Forest Advances".				The total only should have been entered—see article 213 (1).		

CALCUTTA:
The 20th July 1884.

_____,
Assistant Accountant General, (Forests).

_____,
Conservator of Forests. Division.

_____,
Conservator of Forests.

[*11th List, 15-10-15.*]

Form 60-T.

[See Chap. 23-A. Art. 448-A. Para. 56, Vol. I., C. A. C.]

FOREST DEPARTMENT, BENGAL, DARJEELING DIVISION.

Summary of Revenue and Expenditure to the end of June 1884.

BUDGET HEADS. REVENUE. (1)	Estimate for 1884-85. (2)	Revenue to end of May 1884. (3).			Revenue during June 1884. (4)			Total Revenue to end of June 1884. (5)		
		R	a.	p.	R	a.	p.	R	a.	p.
I.—TIMBER AND OTHER PRODUCE REMOVED FROM THE FORESTS BY GOVERNMENT AGENCY:—										
a. Timber										
b. Firewood and charcoal										
c. Bamboos										
d. Sandalwood										
e. Grass and other minor produce.										
II.—TIMBER AND OTHER PRODUCE REMOVED FROM THE FORESTS BY CONSUMERS OR PURCHASERS:—										
a. Timber										
b. Firewood and charcoal										
c. Bamboos										
d. Grazing and fodder grass										
e. Other minor produce										
f. Forest stamps										
g. Other items										
h. Commutation fees										
III.—DRIFT AND WAIF WOOD AND CONFISCATED FOREST PRODUCE.										
IV.—REVENUE FROM FORESTS NOT MANAGED BY GOVERNMENT:—										
a. Duty on foreign timber and other forest produce.										
b. Revenue from shared and private forests.										
V.—MISCELLANEOUS:—										
a. Fines and forfeitures										
b. Refunds										
c. Other sources										
TOTAL REVENUE										

CALCUTTA:

The _____ *1884.*

_____,

Assistant Accountant General,

(Forests).

Form 60-T—*continued.*

Budget Heads. Expenditure. (1)	Estimate for 1884-85, (2)	Expenditure to end of May 1884, (3)			Expenditure during June 1884. (4)			Total Expenditure to end of June 1884 (5)		
	R	R	a.	p.	R	a.	p.	R	a.	p.
A.—Conservancy and Works.										
I.—Timber and other Produce removed from the Forests by Government Agency :—										
a. Timber										
b. Firewood and charcoal										
c. Bamboos										
d. Sandalwood										
e. Grass and other minor produce.										
II.—Timber and other Produce removed from the Forests by consumers or purchasers.										
III.—Drift and waif wood and Confiscated Forest Produce.										
IV.—Revenue from Forest not managed by Government :—										
a. Duty on foreign timber and other forest produce.										
b. Revenue from shared and private forests.										
V.—Rent of leased Forest and payments to share holders in Forest managed by Government.										
VI.—Live-stock, stores, tools, and plant :—										
a. Purchase of cattle										
b. Feed and keep of cattle										
c. Purchase of stores, tools and plant,										
VII.—Communications and Buildings :—										
a. Roads and bridges										
b. Buildings										
c. Other works										
VIII.—Organization, improvement, and extension of Forest :—										
a. Demarcation										
b. Cost of Forest Settlement compensation for land and rights.										
c. Surveys										
d. working-plans										
e. Sowing and planting										
f. Protection from fire										
g. Other work										
Carried over										

Pages 435-436—

Substitute the following for the existing form 60-T :—

Form 60-T.

[See Chapter 23-A., Article 448-A., Para. 56, Volume I, C. A. C.]

(To be printed on super-royal foolscap).

FOREST DEPARTMENT, CENTRAL PROVINCES.

Objection Statement on the accounts of the *Division for the month of* 191 .

Number and date of item or of voucher.	Particulars.	AMOUNT KEPT UNDER																										
		Advances Recoverable.						SUSPENSE.												Service payments for recovery or final clearance.			Nature of objection and Comptroller's order.	Divisional Forest officer's explanation (see footnote overleaf).	Conservator's recommendation and Comptroller's remarks.	MODE OF ADJUSTMENT (FOR USE IN COMPTROLLER'S OFFICE).								
								Credits.						Debits.												Reference to letters written or received.	Date of credit or recovery.	Month of adjustment.	Amount.		
																												R.	a.	p.
	Total carried over																													

Form 60 T.—*continued.*

Number and date of item or of voucher.	Particulars.	Amount kept under: Advances recoverable.	Suspense. Credits.	Suspense. Debits.	Service payments for recovery or final clearance.	Nature of objection or Comptroller's order.	Divisional Forest Officer's explanation (see footnote below).	Conservator's recommendation and Comptroller's remarks.	Mode of adjustment (for use in Comptroller's Office): Reference to letters written or received.	Date of credit or recovery.	Month of adjustment.	Amount. R	a.	p.
	Total brought forward													
	Total of month's objection					Certified that I have compared the entries of addition and deduction under "Advances Recoverable" and "Suspense Account" in the Form with the totals under these heads as entered in the Classified Abstract for the month and that they agree.								
	Balance from past months													
	Total objection													
	Deduct amount adjusted during 191 , as per separate register.													
	Balance carried over					Examiner. Superintendent.								

N. B.—(1) This statement is to be returned by the Divisional Forest Officers through the Conservator of Forests within a week after its receipt in a separate cover marked "Objection Statement" and every effort should be made to settle finally all objections within the time allowed. Only in special cases may extract be kept or sent to persons concerned.
(2) If the space for explanation is not sufficient separate memoranda may be used to keep this Form clean and tidy.
(3) The actual dates of receipt and despatch should be noted to check delays in submission.

No. F., dated 191 . Forwarded to the Divisional Forest Officer for early disposal and return through the Conservator of Forests	Date of Receipt No. dated 191 . Forwarded with explanation to the Conservator of Forests.	Date of Receipt. No. dated 191 . Returned to Comptroller, Central Provinces.
Comptroller, Central Provinces.	Conservator, Division.	Conservator of Forests, Circle.

14th List—1-7-16.

R. A. GAMBLE,

Comptroller and Auditor General.

DELHI:

Dated 1st July 1916.

Form 60-T—*continued.*

Budget Heads Expenditure. (1)	Estimate for 1884-85. (2)	Expenditure to end of May 1884. (3)			Expenditure during June 1884. (4)			Total Expenditure to end of June 1884. (5)		
	R	R	a.	p.	R	a.	p.	R	a.	p.
Brought over										
IX.—Miscellaneous :—										
a. Law charges										
b. Other charges										
Total A.—Conservancy and Works.										
B—Establishments										
I.—Salaries.										
a. Conservators										
b. Superior officer										
c. Subordinate forest and depôt establishments.										
d. Office establishments										
e. Deputation and special allowances.										
f. Exchange compensation allowance.										
II. Travelling Allowances :—										
a. Conservators										
b. Superior officers										
c. Subordinate forest and depôt establishments.										
d. Office establishment										
III.—Contingencies :—										
a. Stationery										
b. Carriage of tents and records										
Rents, rates, and taxes										
Pay of police guards										
Official postage										
f. Sundries										
Total B.—Establishments.										
Grand total of all expenditure.										

Calcutta :

The _____ *1884.*

_____,

Assistant Accountant General
(Forests)

[*11th List, 15-*

Delhi,
Dated 15th October 1915.

R. A. GAMBLE,
Comptroller and Audi

Form 60B.

(See Chap. 23, Art. 447, Vol. I., C. A. C.)

_____ Treasury.

Schedule of Forest Cheques paid during _____ *191* .

Date of Payment.	Particulars of Cheques.		By whom drawn.	Division.			Division.			Remarks.
	No.	Date.		R	a.	p.	R	a.	p.	

Form 61.

[See Chap. 24, Art. 449, Vol. I., C. A. C.]

PUBLIC WORKS DEPARTMENT.

LETTER OF CREDIT No.

Dated the *191*

THE $\frac{\text{COLLECTOR}}{\text{DEPUTY COMMISSIONER}}$ OF

SIR,

I have the honour to request that you will cash the cheques drawn by the _____

_____

to the extent of Rupees _____

(This letter of credit has effect from the _____.)

I have the honour to be,

SIR,

Your obedient Servant,

Accountant-General.

Form 62.

[See Chap. 24, Art. 449, Vol. I., C. A. C.]

Register of Payments made to Officers of the Public Works Department on Cheques against Letters of Credit

from _____ *to* _____ *191* .

Date of payment.	Executive Engineer of				Executive Engineer of				Executive Engineer of				Executive Engineer of				Daily total of payments carried to Cash Book.
	Cheque Book No.				Cheque Book No.				Cheque Book No.				Cheque Book No.				
	No. of cheque.	Amount.	Balance.	Initials of T. O.	No. of cheque.	Amount.	Balance.	Initials of T. O.	No. of cheque	Amount.	Balance.	Initials of T. O.	No. of cheque.	Amount.	Balance.	Initials of T. O.	

Form 63.

PASS BOOK.

[See Chap. 24, Art. 457, and Chap. 27, Art. 543, Vol. I., C. A. C.]

The _____ *Treasury or the Bank of* _____ *in account current with A.B.,* *Executive Engineer,* ..... *Telegraph Dept.* _____ *Division.*

Dr. **Cr.**

1900.			Initials of Treasury Officer.	R	a.	p.	1900.			Initials of Treasury Officer.	R	a.	p.
May	1	To Balance		1,039	7	11	May	6	By Cheque No. 1		500	0	0
		„ Letters of Credit for May		25,000	0	0	„	8	„ Ditto „ 2		140	0	0
							„	10	„ Ditto „ 4		10,000	0	0
		TOTAL		26,039	7	11	„	18	„ Ditto „ 5		450	0	0
									TOTAL		11,090	0	0
									By Balance		14,949	7	11
June		„ Balance		14,949	0	11			TOTAL		26,039	7	11

N.B.—To be balanced monthly and signed in full after being balanced.

Form 64.

[See Chap. 24, Art. 462, Vol. I., C. A. C.]

Schedule of Public Works Receipts during the month of _____

Date of receipt.	From whom received. (To be filled up only when not an officer of the P. W. D.)	On what account. (To be filled up only when not received from an officer of the P. W. D.	On account of Executive Engineer of	On account of Executive Engineer of	On account of Executive Engineer of	On account of Executive Engineer of	Other Items.	Daily Total carried to Cash Book.	

Form 65.

[See Chap. 25, Art. 505, Vol. I., C. A. C.]

_____ GOVERNMENT.

MILITARY RECEIPTS _____ DIVISION.

List of Receipts on account of Military Services credited in accounts of the _____ Treasury for the month of _____ 191 .

No. of Chalan.	Date.	From whom received.	Remittance Transfer Receipts issued on Military Treasure Chests.	Departmental Receipts.	Recoveries by Civil Authorities for the Military Department.		Daily Total carried to Cash Book.
					Description.	Amount.	

N.B.—Departmental receipts are received from or on the authority of military departmental officers specified in Article 470, *vide* Article 469, Chapter 25.

Form 66.

[See Chap. 25, Art. 505, Vol. I., C. A. C.]

_____ GOVERNMENT.

MILITARY PAYMENTS _____ DIVISION.

List of Payments on account of Military Cheques and Transfer Receipts paid at the _____ Treasury from the _____ to the _____ 191 .

Date of payment.	Consecutive No. of Vouchers.	By whom drawn.	Cheques against Assignments.			Transfer Receipts.			Daily Total carried to Cash Book.
			No.	Date of cheque.	Amount.	No.	Date of Transfer Receipts.	Amount.	

Substitute the following for Form No. 66 :—

Form No. 66.

Register of payments made to officers of the Military Department——— ———Circle on account of cheques against Assignments and Transfer Receipts during the month of——— ———191 .

Date of payment.	1 DIVISIONAL DISBURSING OFFICER. Cheque Books No.				2	Transfer Receipts.				Daily Total carried to Cash Book.	Remarks.
	Number of cheque.	Amount.	Balance.	Initial of T. O.		No.	Date of Issue.	Amount.	Initial of T. O.		

Form 67.

[See Chap. 25, Art. 505, Vol. I., C. A. C.]

_____ GOVERNMENT.

MILITARY PAYMENTS _____ DIVISION.

List of payments on account of Miscellaneous Military Service at the _____ Treasury from the _____ to the _____ of _____ 191 .

Date of payment.	Consecutive No. of Voucher.	To whom paid.	Emergent advances under station orders. (See Civil Account Code, Chap. 25, Art. 488.)	MISCELLANEOUS PAYMENTS (*e.g.*, LEAVE ALLOWANCES, PENSIONS, MILITARY EXPENDITURE BY CIVIL OFFICERS, ETC.).		Daily Total carried to Cash Book.
				Description.	Amount.	

Form 68.

[See Chap. 11, Art. 167B, Vol. I., C. A. C.]

Register of Government Securities deposited for safe custody.

Serial No.	Date of deposit.	By whom deposited.	Particulars of Notes.				No. and date of letters returning the Notes.	Remarks.
			No.	Per cent.	Loan.	Amount.		

orm 70, page 443—

For "Telegraph Master" *in line 1 of the form read* "Telegraph Master / Telegraphist in charge"

For "Superintendent" and "Division" read "Postmaster General (Telegraph Traffic Branch)" and "Circle" respectively.

7th List—15-1-15.

Page 445—

Form 69.

[See Chap. 27, Art. 532, Vol. I, C. A. Code.]

Telegraph Form No. 45.

(Treasury officers are not to pay more than 250 rupees on any certificate of this form.)

No.——— *Imprest Certificate, dated* *19* *of*

Signal / Circle *Office.*

	Rs.	A.	P.
Amount of sanctioned cash Imprest			
Opening balance as per cash account of this date			
Deficiency .			

I certify that the amounts noted on this certificate have been checked by me and the deficiency of Rupees is required by me to recoup my cash imprest for expenditure on public service. The sum of Rupees now drawn by me should be debited to my letter of assignment.

Officer in charge of Signal / Circle Office.

2nd List—1-6-13.

Page 443—

Form No. 69, as amended by the 2nd list of corrections dated 1st June 1913.

For the words in the Heading "Telegraph Form No. 45" *read* "Telegraph Form No. N5."

5th list, 1-4-14.

Form 69.

[See Chap. 27, Art. 532, Vol. I., C. A. C.]

[Telegraph Form No. N.5.]

Treasury Officers are not to pay more than 250 rupees on any certificate of this form. See Slip

*No.*_____

IMPREST CERTIFICATE, *dated*_____ *191*

I certify that the cash account of_____

_____, for_____191

has been checked by me; that its opening balance agrees with the closing balance of the previous account, and that its closing balance is correctly calculated.

I further certify that the Imprest at present allowed him is _____and that his actual cash balance last reported to me is _____, leaving a deficiency of

R	a.	p.

R_____, which sum I hereby authorise him to draw from the _____Treasury.

(NOTE.—If the balance is more than the Imprest allowed, no certificate is to be granted. The Superintendent is responsible that he orders payment into Treasury of all unnecessary excess.)

Superintendent of Telegraphs,

_____*Division.*

Form 70.

[See Chap. 27, Art. 534, Vol. I., C. A. C.]

[Telegraph Form No. N.6.]

GOVERNMENT TELEGRAPH DEPARTMENT.

Certified that the Telegraph Master _____ is authorised to draw from the Treasury the sum of _____

(R_____) on account of advances, as detailed below to be made to _____

proceeding to _____

*Dated*_____*the*_____*of*_____*191*

On account of salary for_____ R

On account of travelling expenses . . . . . .

Total R_____

Form 71.

[See Chap. 27, Art. 534, Vol. I., C. A. C.]

[Telegraph Form No. N.7.]

GOVERNMENT TELEGRAPH DEPARTMENT.

Certified that the _____

_____

_____

is authorised to draw from the _____

Treasury the sum of ₹ _____

_____

_____

to enable him to refund deposits of _____

_____

_____

_____

_____

~~Examiner of Telegraph Accounts.~~

~~Director General of Telegraphs.~~

Dated Calcutta, the _____ *of* _____ *191* .

Received from the Officer in charge of the Government Treasury at _____ the sum of ₹ _____ on account of refund of deposits, as authorised in the accompanying Certificate, dated _____ 191 , by the ~~Examiner of Telegraph Accounts~~ and the ~~Director General of Telegraphs~~ in India.

Signature _____

Dated _____ *191* .

Form 72.

[See Chap. 27, Art. 527, Vol. I., C. A. C.]

[Telegraph Form No. N.10.]

No. _____, *dated* _____

FROM ~~THE SUPDT. OF TELEGRAPHS,~~ _____ ~~DIVISION~~, see slip

To THE OFFICER IN CHARGE OF GOVT. TREASURY

AT _____

Sir,

I have the honour to inform you that Mr. _____ (whose usual signature appears at foot of this advice), has been ordered to take charge of the _____, and to request that no further payments may be made to his predecessor, Mr. _____, or on any documents bearing Mr. _____'s signature. The probable maximum amount of salary bills payable to Mr. _____ monthly will be ₹ _____

~~Superintendent of Telegraphs.~~ see slip

Usual signature of the above-named officer.

Form 71, page 444—

For "Examiner of Telegraph Accounts" and "Director General of Telegraphs" wherever they occur in this form read "Deputy Accountant General, Post Office and Telegraphs (Telegraph Branch)" and "Director General of Posts and Telegraphs" respectively.

7th List—15-1-15.

Form 72, page 444—

For "The Superintendent of Telegraphs,————Division," *in the heading of the form read*

"THE POSTMASTER GENERAL (TELEGRAPH TRAFFIC BRANCH)————CIRCLE,"

"THE DIRECTOR, TELEGRAPH ENGINEERING,"

and for "Superintendents of Telegraphs" at foot of the form read

"Postmaster General (Telegraph Traffic Branch)."

"Director, Telegraph Engineering."

7th List—15-1-15.

Form 73.

[See Chap. 28, Art. 567A., Vol. I., C. A. C.]

Statement of Receipts and Issues of Sovereigns and Half Sovereigns at the Head Quarter and Sub-Treasuries of the District of . *during the*

week ending / *month of* _____ *191* .

Value in Rupees.

Name of Treasury and Sub-Treasuries.	Opening Balance.	Receipts from the Public.	Remittances received.	Total.	Issues to the Public.	Remittances sent.	Closing Balance.	Total.
1	2	3		5	6	7	8	9
Sadar Treasury .								
——— Sub-Treasury .								
——— Sub-Treasury .								
——— Sub-Treasury .								
TOTAL .								

Details of Remittances. (Remittances within the district need not be shown.)

Treasury Remittances.

From	To	Amount.	
		Received. R	Sent. R

Treasury Officer.

NOTE 1.—The period fixed for the submission of the weekly statements are those ending 7th, 15th, 22nd and the last day of the month.

NOTE 2.—The opening balance of the statement for the first week, the closing balance of that for the last week and the opening and closing balances of the monthly statement should agree with the figures entered in the monthly cash balance report. The total amount of receipts, issues, and remittances shown in the four weekly statements should also agree with the figures in the monthly statement.

NOTE 3.—Gold coins received at their bullion value by weight under the authority of G. I. F. D. Notification No. 1448A., dated 8th March 1907, should be shown in this Form as distinct items.

Form No. 73 A.

(See Chap. 29, Art. 584, Vol. I., C. A. C.)

Treasury_____

No.	Date.	Amount.	To what treasury.	Result of Examination of Remittance.						Penalty due under Act 584.	Order of Accountant General.	Initials of T. A. D. Auditor in token of taking into objection book.
				Deficiency.	Counterfeit.	Light-weight.	Defective.	Soldered.	Others (plugged, etc.)			

Page 446, Form No. 73-A—

Add a new column "Current weight unnecessarily cut and broken" between the columns "soldered" and "others."

6th list—1-8-14.

Form 74 (Obverse).

(See Chap. 29, Art. 587B., Vol. I., C. A. C.)

Statement of uncurrent silver coins and rupees and half rupees of 1835 and 1840 withdrawn from circulation in the District of_____ for the month of_____ 191 .

(To be submitted along with the monthly cash balance report.)

Kinds of Coin.	I. Opening balance.		II. Received from the Public.		III. Received in uncurrent and withdrawn coin remittances from other districts.		IV. Total.		V. Issued to the Mint or other treasury as "uncurrent and withdrawn coin" remittance.		VI. Transferred to currency chest.		VII. Closing balance.		Remarks.
	Tale value.	Value as shown in the accounts.	Tale value.	Value as shown in the accounts.	Tale value.	Value as shown in the accounts.	Tale value.	Value as shown in the accounts.	Tale value.	Value as shown in the accounts.	Tale value.	Value as shown in the accounts.	Tale value.	Value as shown in the accounts.	
1.															
2.															
3.															
4.															
5.															
6.															
7.															
8.															
9.															
Total															

Treasury Officer,

*District*_____

Instructions.

I. Opening balance should represent the amount of coins held *both* in Sadar and Sub-Treasuries and shown in the Cash Balance Report of the *previous* month.

II. Amount received both at Sadar and Sub-Treasuries in transactions with the public (Arts. 582 to 582-C., C. A. C.) or native states (Art. 585, C. A. C.). Coins detected in good coin remittances from other treasuries should be shown in this column and not in column III. As the coins shown in the statement are non-issuable to the public, the amount of this column should ordinarily be the difference between the opening and closing balances after allowing for the remittances *received* and *issued*.

III. This column should show only coins received as "Uncurrent and Withdrawn" coin remittances.

IV. Represents the totals of columns I, II and III.

V. This column should show coins remitted either to the Mint or to the Central Treasury as "Uncurrent and Withdrawn" coin remittance.

VI. In some provinces withdrawn coin is transferred to the Currency Department before being remitted to the Mints. This column should show all such transfers.

VII. This represents the difference between the amounts shown in columns IV, V and VI and should agree with the figures shown in the Cash Balance Report of the month to which the statement appertains.

N. (*a*) The different rates (*vide* Arts. 582 to 582-C., 584 and 585, C. A. C.) at which light-weight silver coins are received should be given on the reverse, the *tale* and *total value* of each kind of coins being entered only in the "Remarks" column.

Form 74 (Reverse).

[See Chap. 29, Art. 587B, Vol. I., C. A. C.]

Details of light weight silver coins received from the public or Native States or found in remittances of good coin during the month _____

(Vide *Arts. 582 to 582C., 584 and 585, C. A. C.*)

	No. or Tale of whole rupees.	Rates at which they are received.	Value.	No. or Tale of half rupees.	Rates at which they are received.	Value.	No. or Tale of quarter rupees.	Rates at which they are received.	Value.	No. or Tale of eighth rupees.	Rates at which they are received.	Value.	Remarks.
		R a. p.			R a. p.			R a. p.			R a. p.		
I (a) Received from the public.		1 0 0			0 8 0			0 4 0			0 2 0		
(b) Received in remittances of good coin.													
II		0 14 0			0 6 0								
III		0 13 0			at one rupee a tola.								
IV		0 12 0			0 6 0								
V (a) Received in remittances of good coin.		at one rupee a tola.			at one rupee a tola.								
(b) Received from Native States.													
Total													

Details of Remittances.

Receipts.											Issues.												
Treasury from which received.	Light-weight coins.	Shroff-marked but not light weight rupees and half rupees.	Soldered but not light-weight rupees and half rupees.	Defective but not light-weight rupees and half rupees.	Other defaced but not light-weight rupees and half rupees.	Defaced and Defective but not light weight quarter and eighth rupees.	Coins called in by proclamation.	1835 rupees and half rupees.	1840 rupees and half rupees.	Total.	Treasury to which sent.	Light weight coins.	Shroff-marked but not light-weight rupees and half rupees.	Soldered but not light-weight rupees and half rupees.	Defective but not light-weight rupees and half rupees.	Other defaced but not light-weight rupees and half rupees.	Defaced and Defective but not light weight quarter and eighth rupees.	Coins called in by proclamation.	1835 rupees and half rupees.	1840 rupees and half rupees.	Total.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	

Treasury Officer.

FORM No. 75A.

Form

[See Chap. 29, Art.

Register of uncurrent coins at

(To be spread out on an

Date of receipt (or despatch) of remittance.	Coins called in by proclamation (Art. 586).			Light weight, *i.e.*, weighing between the following fractions of standard weight.																					
				I.—*Rupees received from the Public and cut rupees received in remittances (Arts. 582 and 582A).*								II.—*Half rupees received from the Public and cut half-rupees received in remittances (Arts. 582 and 582A).*				III.—*Uncut rupees and half rupees received in remittances (Art. 584).*					IV.—*Silver coins received from Native States (Art. 585).*			V.—*Small silver coins withdrawn from circulation (Art. 582B).*	
				$\frac{49}{50}$ and $\frac{15}{16}$.		$\frac{15}{16}$ and $\frac{7}{8}$.		$\frac{7}{8}$ and $\frac{13}{16}$.		$\frac{13}{16}$ and $\frac{3}{4}$.		$\frac{49}{50}$ and $\frac{7}{8}$.		$\frac{7}{8}$ and $\frac{3}{4}$.		Name of remitting Treasury or Presidency Bank.	$\frac{49}{50}$ and $\frac{15}{16}$ (or $\frac{7}{8}$ in the case of the half rupee.)		$\frac{15}{16}$ (or $\frac{7}{8}$ in the case of the half rupee) and $\frac{3}{4}$.		Name of remitting State.	$\frac{49}{50}$ and $\frac{3}{4}$.		$\frac{7}{8}$ and $\frac{3}{4}$.	
Month.	Date.	Tale.	Value @ R1 per tola.	Tale.	Value @ R1 each.	Tale.	Value @ R$\frac{7}{8}$ each.	Tale.	Value @ R$\frac{13}{16}$ each.	Tale.	Value @ R$\frac{3}{4}$ each.	Tale.	Value @ R$\frac{7}{16}$ each.	Tale.	Value @ R$\frac{3}{8}$ each.		Tale.	Value @ R1 each.	Tale.	Value @ R1 per tola.		Tale.	Value @ R1 per tola.	Tale.	Value @ R$\frac{1}{4}$ or $\frac{1}{8}$ each.

NOTE 1.—Tale should be entered in red ink (a half, quarter and eighth rupee being written as $\frac{1}{2}$, $\frac{1}{4}$ and $\frac{1}{8}$, respectively)

2.—Each class should be kept in a separate bag under double locks. The bag should be numbered. The number

3.—When a remittance of cut coins is received from another treasury the amounts as shown in the invoice of the re-
Any corrections, that may be found necessary in these figures after the detailed examination of the re-

4.—When a remittance is despatched a total should be made in each column in red ink across the page of the
be made at the end of each month.

75A.

587A, Vol. I, C. A. C.]

_____ *Treasury.*

(open page of Demy.)

Shroff-marked but not light-weight rupees and half rupees (Art. 582C).		Soldered but not light-weight rupees and half rupees (Art. 582C).		Defective but not light-weight rupees and half rupees (Art. 587).		Rupees and half rupees of 1835 not light-weight (Art. 574).		Rupees and half rupees of 1840 not light-weight (Art. 574).		Other defaced but not light-weight rupees and half rupees (Art. 573).		Shroff-marked but not light-weight quarter and eighth rupees (Art. 582 C).		Soldered but not light-weight quarter and eighth rupees (Art. 582C).		Defective but not light-weight quarter and eighth rupees (Art. 587).		Other defaced but not light-weight quarter and eighth rupees (Art. 573).		Daily Total.	Initials of Treasury officer.	REMARKS.
Tale.	Value @ Rl each.	Tale.	Value @ Rl each.	Tale.	Value @ Rl each.	Tale.	Value @ Rl each.	Tale.	Value @ Rl each.	Tale.	Value @ Rl each.	Tale ¼ R	Tale ⅛ R	Value ¼ and ⅛ R	Tale ¼ R	Tale ⅛ R	Value ¼ and ⅛ R	Tale ¼ R	Tale ⅛ R	Value ¼ and ⅛ R	Tale ¼ R	Tale ⅛ R	Value ¼ and ⅛ R	Value R		

and value in black, so that there may be no confusion in making the daily total.
of the bag in use at the time should be entered in red ink at the head of each pair of columns.
mitting treasury should be entered in the appropriate column, the name of the treasury being entered below the date of receipt
mittance has been completed, should be made subsequently by *plus* and *minus* entries.
balance and receipts up to that date. The remittance should then be entered and a balance struck. A similar total should

Form 75B.

[See Chap. 29, Art. 587 A, Vol. I, C. A. C.]

Register of silver coins cut but not paid for at the _____ *Treasury.*

Month.	Date.	Rupees and half rupees that have lost more than 2 but not more than 6¼ per cent. or 12½ per cent. respectively.		Rupees and half rupees that have lost more than 6¼ or 12½ per cent. respectively but not more than 25 per cent.		Rupees and half rupees that have lost more than 25 per cent.*		Quarter and eighth rupees that have lost more than 12½ but not more than 25 per cent.		Quarter and eighth rupees that have lost more than 25 per cent.*		Remarks.
		Rupees.	¼ Rupees.	Rupees.	¼ Rupees.	Rupees.	¼ Rupees	¼ Rupees.	⅛ Rupees.	¼ Rupees.	⅛ Rupees.	
1	2	3	4	5	6	7	8	9	10	11	12	13

NOTE 1.—Number of coins only should be shown in this Register, not their value.

NOTE 2.—The figures in columns 3 and 4 (if any) will be included in column 2, those in columns 5 and 6 in column 3, those in columns 9 and 10 in column 4 and those in columns 7 and 8 and 11 and 12 in column 5 of the quarterly return of silver coins cut, Form 77 (1).

* Coins cut and returned as fraudulently defaced may be included in these columns with a note in the remarks column.

Form 76.

[See Chap. 29, Art. 590 (2), Vol. I, C. A. C.]

Invoice of ____ *box of* ____ *uncurrent coins despatched per (rail, steamer or* ____ *viâ* ____ *Treasury under charge of an escort consisting of* _____ *commanded by* _____ *from* _____ *Treasury, accompanied by* _____ *Potdar named* _____

No. of boxes.	Mark or No. on each box.	Weight of each box.			Description of each kind of coin.	No. of coins of each kind in each box.	Rate at which received at treasury.	Value.			Total.			Remarks and references to orders, etc.
								R	a.	p.	R	a.	p.	

_____ } _____

The 191 . } *Treasury Officer.*

Received from _____ box _____

said to contain treasure value at R _____

and consigned to _____

_____ } _____

The 191 . } *Commanding the Escort.*

Form 76A.

[See Chap. 29, Art. 647, Vol. I, C. A. C.]

Invoice of _____ *coin despatched* _____ _____
to _____
from the Treasury at _____ *to* _____
_____ _____ *on account His Majesty's Indian Government.*

No. of Boxes.	No. on the Boxes.	Weight each Box.			Address and mark on Boxes.	Description of Coins.	Value.			Total Value.		
		M.	s.	ch.			₹	a.	p.	₹	a.	p.
						TOTAL						

_____ _____ *Treasury.*
The _____ *191* .

Received from the Treasury Officer _____
Coin to the value of ₹ _____

The Treasury Officer _____
box said to contain _____
The boxes are in good condition.
_____ *Officer in charge of Escort.*

Form 77(1).

[See Chap. 29, Art. 587C., Vol. I, C. A. C.]

Return showing silver coins cut or broken during the quarter ending _____ on account of being reduced in weight.

Denomination.	Number.			
	Cut and received on payment.*			Cut and rejected.
	Over 2 per cent. but not more than 6¼ per cent.	Over 6¼ per cent. but not more than 25 per cent.	Over 12½ per cent but not more than 25 per cent.	
1	2	3	4	5
Rupees				
Half Rupees				
Quarter Rupees				
Eighth Rupees				

* Coins returned after cutting to the tenderers because they refuse to receive payment at the rates given in Arts. 582A and 582B, may be included in this column.

"Note 1.—Columns 2 and 3 are intended for rupees and half-rupees and column 4 for quarter and eighth rupees only."

Note 2.—The entries in columns 2, 3 and 4 should be capable of verification with the statistics of light-weight coins supplied monthly to the Account Office and any discrepancy between the two sets of figures should be explained in the back of the return.

Note 3.—The entries in column 5 should represent silver coin cut and rejected as having lost more than 25 per cent. in weight and as having been fraudulently defaced.

Form 77(2).

Return showing counterfeit coins received during the quarter ending

Rupees.	½ Rupees.	¼ Rupees.	Rupees.	Remarks.

Form 77 (3).

[See Chap. 29, Art. , Vol. I, C. A. C.]

Number of counterfeit coins received at Treasuries or Railway Stations produced in Law Courts during the quarter ending

Treasury or Station.	Number of Counterfeit Coins.				Remarks.
	Rupees.	½ Rupees.	¼ Rupees.	⅛ Rupees.	
Total					

Form 77 (4).

[See Chap. 28, Art. 591, Vol. I, C. A. C.]

Return showing counterfeit coins examined at the Mints during the quarter ending

Treasury or Station.	Date of tender or receipt of coin.	Number of Counterfeit Coins.				Year of coinage stamped on the coin.	Result of Assay, if as	Weight of each coin	Remarks.—(Circumstances of tender and in case of coin sent by Law Courts a short description of the case: whether the coins are of good workmanship; whether struck from a die or cast in a mould; whether any implements were sent; relative proportion compared with other treasuries or stations, and whether counterfeiting is carried on on a large scale).
		Rupees.	½ Rupees.	¼ Rupees.	⅛ Rupees.				
Total									

Note.—The remarks should be as concise as possible.

Page 457, Form No. 77A—

In the first column add the following below "Edward VII and 1904" *and score out* "and every succeeding year":—

"Edward	VII.	1905
,,	,,	1906
,,	,,	1907
,,	,,	1908
,,	,,	1909
,,	,,	1910"

Page 457, Form No. 77A—

In the first column add at the end—

"George V, 1911, and every succeeding year."

Form 77 A.

[See Chap. 29, Art. 591A, Vol. I, C. A. C.]

Statement showing the proportion of the several Issues of Government Rupees in actual circulation in the——Treasury as ascertained by the examination each day of a bag containing R——from the ——to—May 191 .

	May.	May.	May.	May.	May.	TOTAL.
William IV						
Victoria 1840, 1st issue						
Victoria 1840, 2nd issue						
Victoria 1862						
Victoria 1874						
Victoria 1875						
Victoria 1876						
Victoria 1877						
Victoria 1878						
Victoria 1879						
Victoria 1880						
Victoria 1881						
Victoria 1882						
Victoria 1883						
Victoria 1884						
Victoria 1885						
Victoria 1886						
Victoria 1887						
Victoria 1888						
Victoria 1889						
Victoria 1890						
Victoria 1891						
Victoria 1892						
Victoria 1893						
Victoria 1897						
Victoria 1898						
Victoria 1900						
Victoria 1901						
Edward VII 1903						
Edward VII 1904 and every succeeding year						
TOTAL						

Treasury Officer.

Form 78—*Cancelled.*

Form 79.

[See Chap. 29, Art. 601, Vol. I, C. A. C.]

Small Silver, Nickel, Bronze and Copper Depôt Book.

Date.		Nature of transaction.	Value in										
			¾ Rupees.	½ Rupees.	Total Silver.	Nickel coins.	Double Pice.	Single Pice.	Half Pice.	Pie Pieces.	Total Bronze and Copper.	Grand Total.	Initials of Officer in charge.
			R	R	R	R	R	R	R	R	R	R	R
April	7	Balance											
...	18	Remitted to as per order of A. G. No. dated											
April	18	Balance											
May	3	Received from As per order of A. G. No. dated											

Form 80.

[See Chap. 29, Art. 605 (*a*), Vol. I, C. A. C.]

(To be printed on 4to foolscap.)

STATEMENT OF SMALL SILVER, NICKEL, COPPER AND BRONZE COIN.

Showing the actual results of 1902 and the probable requirements of 1903.

Particulars.	Small Silver (Value).			Nickel (Value).	Bronze and Copper (Value).			
	Half Rupees.	Quarter Rupees.	Eighth Rupees.	One anna.	Double pice. (Copper.)	Pice.	Half Pice.	Pies.
Balance on 1st October 1901 . . .								
Received from other treasuries or depôts in 1902.								
Total .								
Remitted to other treasuries or depôts in 1902								
Balance on 30th September 1902 . . .								
Total .								
Difference being net local . { Receipt . / Issue . }								
Additional supply required for 1903 . .								

The 2nd October 1902.

Collector.

Note that "in 1902" in this form means "between 1st October 1901 and 30th September 1902."

Form 81.

[See Chap. 30, Art. 617, Vol. I, C. A. C].

Register of Currency Notes received and issued at _____ *Treasury.*

NOTE.—For instructions regarding entries in this register see Chap. 30, Art. 618.

Date of receipt.	Name of person from whom received.	No. of series and No. of note, name of Circle.	Date of re-issue.	Name of person from whom re-issued.	

Cancelled as per slip on page 285

Form 81A.

[See Chap. 30, Art. 619, Note, Vol. I, C. A. C].

Register of Stopped Currency Notes.

Denomination.

Date of receipt of notice of Stoppage.	From whom received.		Number of Note.	Treasury Officer's initials.	Date of Payment.	To whom paid.		Treasury Officer's initials.	Note of Correspondence.
	Name.	Address.				Name.	Address.		

See Stp. on page 285

Form 82.

[See Chap. 30, Art. 624, Vol. I, C. A. C.]

Statement of Currency Notes received into and issued from the Treasury during the quarter ending ——————.

	Value received from	Value issued to
Treasuries banking with a Presidency or Branch Bank.	For the purposes of this statement, a remittance of notes is considered to be received as soon as their second halves arrive.	For the purposes of this statement, notes are regarded as issued as soon as their second halves are despatched to another treasury.
Currency Department .		
Reserve Treasury . . .		
Other Treasuries not banking with a Presidency or Branch Bank.		
Public in payment of Government dues. — Home Notes .		
Public in payment of Government dues. — Foreign . .		
Public for silver		
Ditto in exchange for notes of other values .		
Total Transactions .		
Balances as per Cash Balance Report . .		
GRAND TOTAL .		

The opening balance should be shown under Receipts, the closing under Issues, in order that the equality of the grand totals may be made to prove the statement.

The value of notes *received* in exchange for notes will, of course, agree with the value so issued

Page 462, Form 82.—

Read 'Article 626' for 'Article 624' in Civil Account Code.

e)' for 'Article 624(2)' in the
ode.

[*20th List—2-1-18.*]

Page 464, Form 84—

Cancel the word " **obverse** *" in the description of the Form.*

Read 'Article 616' for 'Article 630' in the reference to the Civil Account Code.

Add two new sub-columns for '1 and 2½' *under the heading* 'NUMBER OF PIECES OF CURRENCY NOTES FOR RUPEES', *numbering them as columns 2 and 3, and renumber the existing columns 2 to 18 as 4 to 20.*

[*20th List—2-1-18.*]

Pages 464-467, Forms—

Omit the footnotes on the obverse of Forms 84 and 84 (a) and cancel the reverse of both forms.

(*12th List—3-1-16.*)

Form 83.

[See Chap. 30, Art. 624 (2), Vol. I, C. A. C.]

Daily Register of Currency Notes received into and issued from the Treasury.

Date.	Presidency or Branch Bank.		Other Treasuries.		Public in payment of Government Dues.				Public for Silver.		Public in exchange for notes of other values.	
					Received from		Issued to					
	Received from	Issued to	Received from	Issued to	Home.	Foreign.	Home.	Foreign.	Received from	Issued to	Received from	Issued to

NOTE.—Receipts from, and issues to, the Reserve Treasury should be distinctly entered in the column "OTHER TREASURIES."

Form 84 (Obverse).

[See Chap. 30, Art. 630, Vol. I, C. A. C.]

CURRENCY CHEST BOOK.

Government Paper Currency——————————*Agency.*

Date, etc.	Number of pieces of Currency Notes for Rupees.									Gold and Silver Coin, value in						Total value of Notes and Coin (columns 10 and	Initials of Officer holding keys of Chest.
	5	10	20	50	100	500	1,000	Total number of Notes.	Total value of Notes.	Sovereigns and Half Sovereigns.	Whole Rupees.	8 Annas.	4 Annas.	2 Annas.	Total value of Gold and Silver Coin.		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Balance of 19 .																	
Withdrawn .																	
Deposited .																	
Balance of 19 .																	
Withdrawn .																	
Deposited .																	
Balance of 19 .																	
Withdrawn .																	
Deposited .																	
Balance of 19 .																	
Withdrawn .																	
Deposited .																	
Balance . .																	

Note.—Details of Foreign Circle Notes deposited or withdrawn should be noted on the reverse, including Universal Notes of Rupees Five, Ten, Fifty and one hundred issued from a circle of issue other than that in which the Treasury is situated.

Form 84 (Reverse).

[See Chap. 30, Art. 630, Vol. I, C. A. C.]

Details of Notes cut or otherwise unfit for re-issue, and of Notes of other Circles included in the closing balance overleaf.

NAME OF CIRCLES.		R10.	R20.	R50.	R100.	R500.	R1,000.
Calcutta							
Allahabad							
Lahore							
Bombay							
Karachi							
Madras							
alicut							
Rangoon							
Calcutta							
Allahabad							
Lahore							
Bom bay							
Karachi							
Madras							
Calicut							
Rangoon							
Calcutta							
Allahabad							
Lahore							
Bombay							
Karachi							
Madras							
Calicut							
Rangoon							
Calcutta							
Allahabad							
Lahore							
Bombay							
Karachi							
Madras							
Calicut							
Rangoon							

Form 84 (*a*) (Obverse).

(See Chap. 30, Art. 630, Vol. I, C. A. C.)

Government Paper Currency _____ _____ *Agency.*

Date etc.	Number of pieces of Currency Notes for Rupees.								Total Value of Notes.	Gold and Silver coin. Value in					Total Value of Notes and coins (columns 10 and 16).	Total Value of Notes and Coins (columns 10 and 16.)
	5	10	20	50	100	500	1,000	Total Number of Notes.		Sovereigns and Half Sovereigns.	Whole Rupees.	8 Annas.	4 Annas.	2 Annas.		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Balance of 19 .																
Withdrawn . .																
Deposited . .																
Balance of 19 .																

Note 1.—In case of Currency Chests opened under Article 635 of the Civil Account Code, Quarter and Eight Rupees should not be deposited in the chests, Columns Nos. 14 and 15 should therefore, be left blank in these cases.

Note 2.—Details of foreign circle Notes deposited or withdrawn should be noted in the reverse, including universal Notes of Rupees Five, Ten, Fifty and one hundred issued from a circle of issue other than that in which the Treasury is situated.

Collectorate,
_____ 191 .

Treasurer. *Treasury Officer.* *Collector or other Officer, in joint charge of Chest.*

Page 466—Form 84 (a).

Read "Article 616" *for* "Article 630" *in the reference to the Civil Account Code.*

Insert the following entries below "Closing Balance" *in the first column :—*

Includes { Fresh and issuable notes.
Notes unfit for issue. }

Put (a) *against the words* "Withdrawn" *and* "Deposited" *in the first column and insert the following footnote :—*

(a) Nature of the transaction, *viz.*, whether treasury transfer, remittance to or from another chest or exchange with the local treasury, should be clearly stated.

Delete the words "Collector or other officer in joint charge of chest" *at the foot of the form.*

15th list—1-11-16.

Page 466, Form 84(a)-

Cancel the word " **obverse** *" in the description of the form.*

Add two new sub-columns for '1 and 2½' under the heading NUMBER OF PIECES OF CURRENCY NOTES FOR RUPEES', *numbering them as columns 2 and 3, and renumber the existing columns 2 to 17 as 4 to 19.*

[*20th List—2-1-18.*]

Form 84 (*a*) (Reverse).

[See Chap. 30, Art. 630, Vol. I, C. A. C.]

Details of Notes of other Circles included in the transaction overleaf.

Name of Circle.	R5.	R10.	R20.	R50.	R100.	R500.	R1,000.
Calcutta . .							
Allahabad . .							
Lahore . .							
Bombay . .							
Karachi . .							
Madras . .							
Calicut . .							
Rangoon . .							

Pages 468, 469, Form 84A—

For the head "Assessed Taxes" on the receipt and expenditure side of the Form read "Income-Tax."

[*10th list—1-10-15*].

Form

[See Chap. 31, Art. 638

(To be printed on

Estimate of probable Receipts and Disbursements of the ———

Actuals of corresponding months of past year.		Probable Receipts.	Month of	Month of	Month of	Remarks.
Month of	Month of					
		A.—Principal Heads of Revenue—				
		Land Revenue				
		Salt				
		Stamps				
		Excise				
		Provincial Rates				
		Assessed Taxes				
		Registration				
		Forest				
		Tributes and contributions from Native States				
		Total				
		B.—Interest—				
		D.—Receipts by Civil Department—				
		Law and Justice				
		Police				
		Education				
		Total				
		E.—Miscellaneous—				
		Receipts in aid of Superannuation, etc.				
		Miscellaneous				
		Total				
		O.—Permanent Debt—				
		Imperial Loans				
		Stock Notes				
		Total				
		P.—Unfunded Debt—				
		Deposits of Service Funds				
		Q.—Deposits and Advances not bearing Interest—				
		Excluded Local Funds				
		Deposits				
		Advances				
		Permanent Advances				
		Account Current with Foreign States				
		Total				
		R.—Loans to Native States and Presidency Corporations				
		R. R.—Provincial Advance and Loan Account—				
		T.—Remittances				
		Local Cash Remittances				
		Local Bills				
		Foreign Bills				
		" Remittances				
		Account with London, Miscellaneous				
		Total				
		Post Office				
		Telegraph				
		Marine				
		Military				
		P.W.D. Ordinary Branches				
		P.W.D. Railway "				
		P.W.D. E.-I. Ry. "				
		Total				
		Total Receipts				
		Opening Cash Balance or Deficiency (+ or —)				
		GRAND TOTAL				

Page -469
e 469, Form 84-A—

Under "D—Salaries and Expenses of Civil Departments" insert new head "Sanitation" after "Medical."

[18th List—2-7-17.]

84A.

Vol. I, C. A. C.

open foolscap.]

Treasury for *191* *, and the two ensuing months.*

Actuals of corresponding months of past year. Month of	Month of	Probable Disbursements.	Month of	Month of	Month of	Remarks.
		A.—Direct Demands on the Revenue—				
		Assignments and Compensation.				
		Land Revenue				
		Opium				
		Salt				
		Stamps				
		Excise				
		Provincial Rates				
		Assessed Taxes				
		Forest				
		Registration				
		Refunds				
		Total				
		B.—Interest—				
		C.—Post Office (District Post Establishment).				
		D.—Salaries and Expenses of Civil Departments.				
		Law and Justice				
		Police				
		Education				
		Ecclesiastical				
		Medical				
		Political				
		Scientific and other Minor Departments				
		Total				
		E.—Miscellaneous Civil Charges				
		Territorial and Political Pensions				
		Superannuation Allowances and Pensions				
		Miscellaneous				
		Total				
		K.—Other Public Works (In-charge of Civil Officers).				
		O.—Permanent Debt—				
		Imperial Loans				
		Stock Notes				
		Total				
		P.—Unfunded Debt—				
		Deposits of Service Funds				
		Q.—Deposits and Advances not Bearing Interest—				
		Excluded Local Funds				
		Deposits				
		Advances				
		Permanent Advances				
		Account with Foreign States				
		Suspense Accounts				
		Total				
		R.—Loans to Native States and Presidency Corporations				
		R. R.—Provincial Advances and Loan Accounts.				
		T.—Remittances—				
		Local Cash Remittances				
		Local Bills				
		Foreign Bills				
		Foreign Remittances				
		Account with London, Miscellaneous				
		Total				
		Post Office				
		Telegraph				
		Marine				
		Military				
		P. W. D. { Ordinary Branches				
		P. W. D. { Railway "				
		P. W. D. { E. I. Ry.				
		Total				
		Total Payments				
		Closing Cash Balance or Deficiency (+ or —)				
		Grand Total				

Details of Estimated Receipts and Payments on account of Foreign Bills and Foreign Remittances.

	RECEIPTS.				PAYMENTS.			
	1st Month.		2nd Month.		1st Month.		2nd Month.	
	Bills.	Cash.	Bills.	Cash.	Bills.	Cash.	Bills.	Cash.
India								
Central Provinces .								
Burma								
Bengal								
Bihar and Orissa . .								
United Provinces of Agra and Oudh .								
Punjab . . .								
N.-W. Frontier Province . . .								
Madras . . .								
Bombay . . .								
Total .								

Particulars of exceptional receipts and charges.

Form No. 84A. A—

(See Chap. 31, Art. 643, Vol. I, C. A. C.)

FORM OF POTDAR'S SLIP TO BE PLACED IN EACH TREASURY BAG FOR REMITTANCE.

Name of Treasury . . . . . .
Description of coin . . . . .
Number of pieces . . . . .
Counted by . . . . . .
Examined by . . . . . .
Date . . . . . .

Signature

Note 1.—The slip should be written in English.

Note 2.—Every bag should be counted by one shroff and examined by another, the signature at foot should be that of the treasurer, or other officer to whom the coin-testers and examiners are subordinate.

Form 84B.

[See Chapter 31, Art. 652A, Vol. I, C. A. C.]

Name of Shroff.	Advance of travelling allowance made by remitting office.*		Detail and value of remittances.	Place of destination.	Date and hour of departure.	Signature of Shroff.	Date and hour of arrival.	Date and hour of discharge.	Advance of travelling allowance made by receiving office.	Remarks explaining cause of delay.
	Dated.	Amount.								

Remitting Officer. Receiving Officer.

* In case where no advances are made, the word "Nil" should be entered across the column. Advances made out of the permanent advance of the office should be separately specifid.

Form 85.

[See Chap. 31, Art. 659, Vol. I, C. A. C.]

(Quarter Foolscap Size).

*Invoice of Currency Notes*_____ *circle, remitted from*_____ *to*_____ *dated*_____

Denomination of notes.	No. of Bundles.	No. of notes.	Value.	REMARKS.
10,000	1	2	20,000	
1,000	1	5	5,000	
500	1	4	2,000	
100	3	185	18,500	
50	7	523	26,150	
20	6	472	9,440	
10	20	1,726	17,260	
5	2	300	1,500	
TOTAL	41	3,217	99,850	

Certified that this parcel has been made up and sealed in my presence and that I have personally ascertained that its contents correspond with the invoice.

Form 85A.

[See Chap. 31, Art. 659, Vol. I, C. A. C.]

(Foolscap 16 Mo. Size.)

*Packet No.*_____ *of R*_____ *notes.*

Containing———pieces.
Counted by———

(Full name.)

Despatched by———

(Initials.)

Page 472, Form 85—

Insert the following two entries in the first four columns in their proper places,—

2½	2	100	250
1	1	100	100

and alter the total to

	44	3,417	1,00,200

[*20th List—2-1-18.*]

Form 86.

[See Chap. 33, Art. 710 (2), Vol. 1, C. A. C.]

Dr. _____ *in account current with the Board of Trade.* Cr.

(Here state title of officer and nature of office.)

Receipts.	Currency.	Sterling. £	Sterling. s.	Sterling. d.	Bills drawn on the owners. £	Bills drawn on the owners. s.	Bills drawn on the owners. d.
Receipts in respect of seamen left in charge, *viz.*—							
From masters of merchant vessels for wages of seamen left in my charge, as per accounts in Form C. C. 6 and Statement on subsistence list, Form C. C. 10.							
To cash received for proceeds of salt of effects, etc., of seamen who hav died while under my charge, as per Statement and Vouchers with Form C. C. 17 Nos.							
to							
Receipts in respect of deceased seamen dying on the voyage or in port, and for whom no expenses have been incurred by the officer, *viz.*—							
For wages and effects of deceased seamen, as per Statement and Form C. C. 15, seamen's money-orders.							
Total Receipts							
Balance due by the Board of Trade to the Secretary of State for India.							
Grand Total							
Total in bills drawn on the owner of British merchant ships.							

Payments.	Currency.	Sterling. £	Sterling. s.	Sterling. d.	Bills drawn on the owners. £	Bills drawn on the owners. s.	Bills drawn on the owners. d.
By amount paid, as per Statement C.C. 10, for subsistence of distressed, British seamen, Voucher Nos.							
to							
By amount for clothing as per Statement C. C. 11, Voucher Nos.							
to							
By amount for medical attendance, as per Statement C. C. 12, Voucher Nos.							
to							
By amount for travelling expenses, as per Statement C.C. 13, Vouchers Nos.							
to							
By amount paid for balance of wages due to seamen and paid to them on their recovery, as per Statement and Form C. 7, No.							
to							
Total Payment							
Balance due to the Board of Trade by the Secretary of State for India.							
Grand Total							
By amount of bills, as *per contra*, drawn on the owners of British merchant ships and transmitted to the Boar Trade.							

I hereby certify that the above account is just and true according to the best of my knowledge and

at _____ *his* _____ *day* _____

(Signed) _____

(Here State title of officer.